

# TRUST FOR THE NATIONAL MALL

## Fall 2017 Internships



### Organization Summary

The Trust for the National Mall is an official partner of the National Park Service dedicated to sustainably restoring and improving the National Mall. The National Mall – the iconic grounds stretching from the U.S. Capitol to the Lincoln Memorial that hosts 33 million visits a year – is facing a backlog of more than \$400 million in deferred repairs and \$350 million in needed upgrades. This public-private partnership model for high-impact projects is designed to preserve and improve the grounds and structures that honor America’s history, heroes and hope.

### Position Summary

Our internship program provides valuable, hands-on, professional experience that few other programs can offer. High levels of organization, attention to detail and ability to multi-task are needed to succeed in this fast-paced environment. In addition to daily tasks, the intern will work closely with their direct supervisor and intern manager to develop and achieve personal goals.

The candidate must possess the skills necessary to prioritize effectively and follow through on multiple projects simultaneously. They must demonstrate impeccable verbal and written skills; proficient use of MS Office applications is preferred. He/She must be able to work in a fast-paced environment, be a poised self-starter who can work effectively as a member of a team, as well as function independently with minimal supervision. Good judgment, discipline of discretion regarding sensitive and confidential information, sense of urgency, accuracy and cooperation are essential to this position.

### Scope

Each intern plays an important role within the Trust. The position is somewhat flexible to the interests of the intern and the department, but will generally conform to the following:

- 70% Programmatic support, donor management, research and planning
- 30% Administrative support, data management and assisting directors and staff with daily tasks

### Qualifications

- Excellent verbal and written communications skills.
- Enthusiasm and dedication to teamwork.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Excellent interpersonal skills.

### Positions Available:

#### 1. Development & Annual Giving

- As the heart of the Trust, the Development team is responsible for securing and nurturing donor relationships. The Annual Giving intern will research and identify donor prospects, manage donor records, assist with giving society marketing and stewardship.
- The Annual Giving intern will also assist with the Trust’s planning of small and large-scale events taking place in 2017 in support of our 10-Year Anniversary.

#### 2. Communications & Social Media

- The Communications intern will support all communications efforts geared towards the execution of a robust, national strategy and large scale initiatives.
- As part of this team, the intern will play a vital role in public relations, digital and traditional communications, and updating the corporate website, social media outlets and fundraising collateral

### **3. Graphic Design**

- The Graphic Design Intern is vital to the success of the Trust's marketing, communications, fundraising, and event planning efforts and will have responsibilities related to each of these important elements,
- Develop content for the Trust's external print and digital communications vehicles, including website, social media, and paid media creative.
- Design internal documents, such as presentation and document templates; knowledge of Adobe Creative Suite a must.

### **4. Public Affairs**

- The Public Affairs Intern will be responsible for developing and implementing initiatives to raise the Trust's profile, visitation, and government awareness of the restoration needs of the National Mall.
- The intern will actively research government prospects, draft correspondence, talking points and background materials.
- The intern will also support marketing and development teams as needed on special projects.

### **How to Apply**

Please email a cover letter describing why you're interested in the Trust and resume to [information@nationalmall.org](mailto:information@nationalmall.org) with "Fall 2017 Internship" in the subject line. Please submit all materials in one document in PDF format if possible. No phone calls please.