ABOUT SDHC

The San Diego History Center tells the diverse story of our region,—past, present, and future—educates and enriches our community, preserves our history, and fosters civic pride.

SDHC is the steward of our heritage and the principal resource for San Diego history—collecting, preserving, and displaying collections of regional history. SDHC presents dynamic, engaging exhibitions highlighting what makes San Diego unique. We serve as a lifelong learning center for all members of our community, providing programs for school children, families, and adults. The Research Archives serves residents, visitors, scholars, students, and researchers, both onsite and online.

SUMMARY

The San Diego History Center’s Development Department is seeking an intern to assist in the writing projects and content creation generated by the department for the purpose of fundraising. The specific projects may be tailored to the interests of the intern, although the intern should expect to work on various types of projects, such as grant writing, appeal letter campaigns, web copy, feature writing for the blog and newsletter, and social media writing and content creation.

This position would assist and work closely with the Grant Writer/Development Coordinator and the Graphic Design and Social Media Manager to generate new content for external use, draft and edit grant proposals, and write any other fundraising and marketing materials needed for the SDHC.

QUALIFICATIONS/SKILLS

- Excellent communication skills, both written and verbal
- Excellent time management skills
- Ability to work independently and take direction; willingness to ask questions
- Knowledge of Microsoft Word and Excel
- Interest in fundraising and nonprofits
- Social media writing skills a plus
- Physical Demands: sitting, standing, bending, kneeling, and lifting or moving objects up to 20 lbs.; working in varying lighting, and ability to work in a colder climate controlled environment for short periods of time

OUTCOMES

This internship will provide the student with a diverse portfolio in professional writing as it relates to the nonprofit sector—including grant writing, general fundraising writing, and social media writing and content creation. The intern will also gain an understanding of the SDHC and the inner workings of a nonprofit organization’s development and fundraising practices.