

DETROIT HISTORICAL SOCIETY



Job Title: Applebaum Development Intern, Part Time/Temporary

Department: Development

Reports to: Director of Development

Annual Salary or Hourly Wage: \$15.00 per hour

Start Date: June 2, 2026

End Date: July 27, 2026

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over one hundred years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Fort Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over sixty individuals to help continue to bring Detroit's vibrant stories to life.

Position Description

The Detroit Historical Society seeks a Development Intern to participate in the Applebaum Foundation Internship Program (AIP) – Summer 2026. The Development department intern will report to the Director of Development. The goal is to provide the intern with a well-rounded experience of a general nonprofit fundraising department.

The work will focus on the many aspects of day-to-day operations in the Development department. This includes assisting with the Annual Fund, donor stewardship, fundraising events, working with the donor database, and assisting with the gift acknowledgment process. **The position runs June 2, 2026 – July 27, 2026.**

Preferred candidates will have a desire to work in the Museum or nonprofit sector, interest in Detroit history, and availability to work occasional nights and weekends for special events.

This opportunity is **open to current undergraduate students (rising second-year through rising seniors) enrolled in Michigan colleges** who will be **living in southeast Michigan during the internship period.**

This is a part-time internship with a commitment of 25 hours per week, which will include 4 required Applebaum programming sessions for professional development training and networking opportunities. As part of the Applebaum Internship Program, the selected candidate will be provided with \$15/hour for the **8-week internship (approximately 200 hours).**

This position is hybrid, requires 2 days a week on site, and requires in-person onboarding.

Major Responsibilities

- **Fundraising Support:** Assist in the coordination of the Summer Appeal, which is part of the Society's Annual Fund direct mail campaign. This mailing will be sent to approximately 3,500 homes. Tasks include crafting the letter, selection of accompanying images, and ensuring various production elements stay on track.
- **Donor Stewardship:** Assist with the maintenance of the donor database (Altru), as we strive for database accuracy. Help with the timely acknowledgment of our donors by supporting the gift acknowledgment process. This includes letters and thank-you notes to donors.

- **Events & Logistics:** Assist with the Development department's special events. This may include logistics, volunteer coordination/support, and procurement of auction items.
- **Research & Communications:** Conduct research on potential donors and corporate sponsors. Also provide support for email appeals and special giving initiatives.
- **Administrative Tasks:** Provide administrative support to the Development team & attend Detroit Historical Society all-staff meetings.
- **Applebaum:** Participate in all Roundtable Sessions provided by the Applebaum Foundation.
- Must be able to lift 20 pounds with or without a reasonable accommodation.

General Responsibilities

- Attend Detroit Historical Society all-staff meetings.
- Learn about the Detroit Historical Society history and current endeavors.
- Visit the Dossin Great Lakes Museum and Collections Resource Center.
- Dependability, punctuality, and respect for museum policies and procedures.

Required Qualifications for Successful Position Performance

- Project management skills, ability to solve problems, complete tasks, and think creatively.
- Ability to work independently and efficiently with strong attention to detail.
- Ability to manage multiple tasks effectively and meet deadlines.
- Enthusiasm for local and regional history and an interest in public engagement.
- Excellent verbal and written communication skills.
- Manage a flexible remote schedule.

Preferred Qualifications

- Word, Excel, and PowerPoint components of Microsoft Office Suite 365.
- Interest in Detroit's history and cultural landscape.
- Enthusiasm for and interest in nonprofit cultural organizations.

Education and Experience

- The program is open to **all current undergraduate Michigan college students** living in **southeast Michigan** during the summer who are in their **sophomore year or higher** in a program of study.
- Experience working with museums or nonprofit organizations is a plus.

Compensation & Benefits

- Paid Parental Leave after 12 months of qualifying service in coordination with FMLA.

Please note the hourly wage prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

Candidates must have reliable transportation and be willing to undergo a criminal background check and provide references (as needed/requested). **Preferred but not required: possess valid driver's license.** Please note the hourly wage prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

EEO Statement

Detroit Historical Society is committed to the principles of equal employment. We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, genetic information, height, weight, or any other status protected by federal, state, or local laws and ordinances. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.