



Fundraising Intern

Status: Paid, part-time, non-exempt, 14-21 hours/week in Summer 2025

Reports to: Associate Director of Fundraising Operations

The Statue of Liberty-Ellis Island Foundation seeks a part-time Fundraising Intern. The non-profit Foundation, one of the most successful public-private partnerships in the country, is excited to welcome its fourth class of summer interns. This is a chance to work with a highly successful Fundraising and Communications Team to learn about internal fundraising, business processes and systems, as we work together to raise awareness of the Foundation's efforts to preserve and honor the Statue of Liberty and Ellis Island.

Core responsibilities:

Fundraising Operations

- Support basic reporting and analytic needs
- Conduct consistent data quality and integrity checks in CRM (Salesforce)
- Support the entry of constituent and transactional data into our CRM
- Support donor communications outreach as it relates to our Direct Response program

Grant Prospecting

- Research grant opportunities that are a strong fit for upcoming campaign
- Explore relevant giving trends and present to the team
- Analyze funding streams at similar institutions

Other

- Assist the team's Fundraising Operations Associate with day-to-day tasks such as monitoring donor queries, reviewing campaign mail, generating acknowledgment letter
- Assist Communications intern with content development
- Support Fundraising needs related to the Ellis Island Museum Reimagined project
- Attend and contribute to recurring meetings both with the Communications and Fundraising Team, and more broadly

Qualifications:

- Curiosity in fundraising systems and/or business operations
- Bachelor's degree (or currently pursuing) or equivalent experience in fundraising, operations, or a related field
- Passionate about the Foundation's mission and the areas of immigration, genealogy, historic preservation, and parks

Skills:

- Excellent verbal and written communication skills
- Detail oriented and organized
- Excellent time management skills and self-initiative, comfortable working both collaboratively and independently



- Experience with Salesforce a plus
- Strong knowledge of Microsoft Office

Logistics:

- This internship pays \$16.50-\$16.50/hour for 14-21 hours/week for 10-14 weeks between Memorial Day and Labor Day, 2025.
- The work hours will generally be weekdays between 9am and 5pm.
- This position will mostly work in the Foundation's offices in Manhattan (17 Battery Place) but will also include occasional time spent on Ellis Island; ferry transportation would be provided free of charge. 1-2 days/week of remote work may be possible.
- Interns will take part in select offerings coordinated by staff, including tours of Liberty and Ellis Islands. Interns will join monthly All Staff meetings, presenting their accomplishments at the end of the program.

Application Process:

- Please email a one-page cover letter and resume to: careers@libertyellisfoundation.org with the job title in the subject line. Each file name should begin with the applicant's last name.
- Final decisions about applicants are tentatively expected by early March.
- No phone calls, please.

About The Statue of Liberty-Ellis Island Foundation (www.LibertyEllisFoundation.org)

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the Ellis Island National Museum of Immigration, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded hundreds more projects on the islands. The organization also developed the free 65-million-record Ellis Island Passenger Database. This resource is available free online and in person at the American Family Immigration History Center at Ellis Island, which is managed by the Foundation. Follow the Foundation @StatueEllisFdn

The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.