



**AMERICAN
BATTLEFIELD
TRUST** ★ ★ ★
PRESERVE. EDUCATE. INSPIRE.

Development Internship

The American Battlefield Trust, the nation's largest nonprofit dedicated to battlefield preservation and education, seeks an enthusiastic intern to support the Development Department in its fundraising efforts. This position is a paid, part-time role, the majority of which is on-site at our downtown Washington offices. Occasional remote work is possible on a case-by-case basis. This internship is open to both undergraduate and graduate students as well as post-graduates, commencing in May 2026. Individuals with an interest in fundraising and/or the non-profit sector are highly encouraged to apply.

Duties and Responsibilities

The Development Intern plays a crucial role in:

- Conducting prospective donor research that informs philanthropic giving portfolios;
- Major donor, planned giving, and institutional giving mailings, data collection, and member management;
- Assisting in direct mail and digital donor stewardship efforts across multiple giving societies;
- Using, maintaining and updating EveryAction donor database (previous database experience not required);
- Editing and proofreading donor correspondence, appeal and gift acknowledgment emails, proposals, and other materials;
- Supporting Events staff with digital and/or in-person event planning and management;
- Performing general administrative duties as needed, including digital filing, data entry, mailings, and customer assistance, among other tasks

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills
- Strong research and organizational skills
- Ability to work both independently and in collaborative group settings
- Proficiency in Microsoft Office programs
- A passion for history, conservation, historic preservation, and the American Battlefield Trust's mission

Application Instructions

- Application packages including a cover letter, resume, and two writing samples (not more than three pages) should be submitted to developmentresumes@battlefields.org with subject line “YOUR NAME – Spring Development Intern Application”.
- We regret that, due to the volume of submissions, we may not be able to respond personally to all applicants. **No calls, please.**

About the American Battlefield Trust

The American Battlefield Trust seeks to preserve our nation’s hallowed battlegrounds and educate the public about what happened there and why it matters today. We permanently protect these battlefields for future generations as a lasting and tangible memorial to the brave soldiers who fought in the American Revolution, the War of 1812, and the Civil War. The American Battlefield Trust has preserved more than 60,000 acres of battlefield land throughout the United States while earning accolades for being one of the most efficient and effective nonprofits in the nation.

The American Battlefield Trust is an Equal Employment Opportunity employer.