



Business Development & Sponsorship Internship Posting

National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking an intern to assist the Business Development & Sponsorship team.

Company Description

The National Cherry Blossom Festival, Inc. is a 501(c)(3) not-for-profit organization dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

Job Description

Fundraising and sponsorships are integral aspects of the National Cherry Blossom Festival, and we are looking for candidates that are interested in assisting in these areas. Tasks can include but are not limited to:

- Administrative support
- Data management
- Drafting proposals
- Research
- Attending and supporting fundraising events as well as Festival events

Time Requirements

- September – December 2019, with possible extension to the Spring semester
- Between 20-25 hours per week between 9:00AM and 5:00PM through December (Hours and schedule to be determined in consultation with the Business Development & Sponsorship Team)

Qualifications

- Currently enrolled in an accredited university or college as a full-time undergraduate or graduate student
- Proficient with Microsoft Office Suite
- Attention to detail
- Ability to multitask and prioritize
- Strong organization skills
- Eager to do research
- Strong inter-personal skills

Compensation

National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. Monthly transportation stipend is available for interns who work at least 16 hours a week.

Application Instructions

Please send a cover letter and resume to Nick Field, National Cherry Blossom Festival's Finance Manager at nfield@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.