



Development Internship

Late May through end of August

The Nantucket Boys & Girls Club is seeking motivated, organized, and creative interns to support our Development and Advancement team during our busiest and most exciting season of the year. This internship offers hands-on experience in nonprofit fundraising, donor stewardship, events, and marketing communications while supporting programs that serve Nantucket youth year round.

This internship may be filled by one intern or split into two distinct roles depending on candidate interest and skill set. Interns will play a visible role in the Club's summer operations and will be trusted with real responsibility across fundraising, communications, and events.

General Details

- **Timeline:** Late May through end of August (flexible)
- **Hours:** 20 hours per week
- **Typical Schedule:** 10:00am-2:00pm Monday through Friday with some weekends required (flexible)
- **Location:** On site at the Nantucket Boys & Girls Club with some off site program and event support
- **Compensation:** A stipend of \$2,500 will be provided at the conclusion of the internship
- **Reports To:** Director of Advancement & Communications, Director of Development & Events, and Director of Philanthropy

This internship is well suited for students interested in nonprofit management, communications, marketing, fundraising, data analysis, or event planning. Previous nonprofit experience is not required.

Interns should be comfortable working in an active, youth centered environment. Some days will be desk based while others will involve moving throughout the Club, visiting programs, or supporting events. Occasional evening or weekend hours may be required for fundraising events with advance notice.



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Track One: Advancement Intern	Track Two: Marketing Intern
<p>Responsibilities</p> <ul style="list-style-type: none"> • Enter and update donor and constituent data in the Club’s database • Log event attendance and engagement activity • Assist with gift processing and acknowledgments and learn best practices for donor stewardship • Support daily development operations including mail pickup and tracking • Organize and inventory development related materials including merchandise and event supplies • Provide on site support for major summer fundraising events including the Sam Sylvia Golf Tournament and Tim Russert Summer Groove • Assist with general office organization within the development space <p>Skills and Qualifications</p> <ul style="list-style-type: none"> • Strong attention to detail and organizational skills • Comfort working with data and learning database systems • Interest in nonprofit development or fundraising • Reliable, proactive, and able to manage multiple tasks 	<p>Responsibilities</p> <ul style="list-style-type: none"> • Capture photos and videos throughout summer camp, programs, and field trips • Build and organize a comprehensive photo and video archive for marketing, fundraising, and annual reporting • Support website updates and content refreshes • Assist with social media content creation including trend based and short form content • Design flyers and simple graphics to support programs, events, and appeals • Support the development and design of the Club’s Annual Report • Provide communications support for fundraising events and ancillary summer events including the Sustainable Market • Assist with merchandise inventory and event preparation in coordination with the Advancement Intern <p>Skills and Qualifications</p> <ul style="list-style-type: none"> • Strong interest in photography, video, design, and social media • Familiarity with Canva, Google Workspace, and social platforms preferred • Comfortable working in fast paced environments with children and staff • Organized, creative, and able to work independently



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What Interns Will Gain

- Hands on experience in nonprofit development and communications
- Exposure to fundraising strategy, donor engagement, and donor stewardship
- Direct involvement in two major summer fundraising events
- Portfolio worthy content including photography, video, graphics, and publication work
- Mentorship from experienced advancement and philanthropy professionals
- A meaningful role supporting Nantucket youth and families

How to Apply

To apply, please submit a resume and brief statement of interest to info@nantucketbgc.org with a subject line "NBGC Development Internship Interest"

Portfolios or examples of creative work are welcome but not required. Applications will be reviewed on a rolling basis.



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WHATEVER IT TAKES TO BUILD GREAT FUTURES