

If you love history and/or aviation the Old Rhinebeck Aerodrome might be the perfect fit for your non-profit internship experience.

We're looking for passionate and talented people to intern in the areas of marketing, outreach and special events, fundraising, business, and educational programs.

Internships at the Aerodrome offer the unique opportunity of working at one of the country's leading early aviation museums. Other potential benefits of an internship include:

- Learning from and interacting with our pilots and builders
- Gaining experience for future employment and life
- Making professional contacts and references
- Invitations to special events

Important Notes

- Internships are unpaid positions.
- Typical internships last a minimum of two months and require a minimum commitment of 10 hours per week.
- Additional volunteer hours/involvement is welcome.

Internships are available year-round, and positions are filled on an ongoing basis as applications are received.

Employment Policy

Old Rhinebeck Aerodrome is an Equal Opportunity Employer. We value a diverse workforce and inclusive workplace. People of color, people with disabilities, and lesbian, gay, bisexual, and transgender people are encouraged to apply. We consider all applicants without regard to race, color, religion, creed, gender, gender identity, gender expression, national origin, age, disability, socio-economic status, marital status, veteran status, pregnancy status, or sexual orientation.

Current Internship Positions

The Development department at Old Rhinebeck Aerodrome is responsible for advancing revenue, deepening relationships with existing supporters, and engaging, exciting and empowering individuals, businesses and community members in support of our mission. Interns in this department solicit and interact with donors and potential donors and must be enthusiastic and helpful. They also prepare communications in support of our campaigns and community engagement activities, help organize special events, provide general administrative support, and complete data entry. This internship provides a unique opportunity to learn the day-to-day business operations of an aviation museum and attraction and prepares the intern for a career in nonprofit and advocacy organizations. Note: These are unpaid positions.

FUNDRAISING/ENGAGEMENT/CAMPAIGNS

Duties and Responsibilities:

- Assist in organizing and managing fundraising campaigns

- Interact with donors and potential donors
- Create special events materials and communications
- Facilitate a development and/or fundraising project
- Assist with campaign data analysis and database management
- Manage relevant correspondence with funders, coordinating with appropriate staff members as necessary
- Aid our Donor Engagement Specialist with distributing Sanctuary animal photos and updates to sponsors
- Provide general administrative support, as needed

Qualifications:

- Understand and able to effectively communicate the philosophy and mission of the Old Rhinebeck Aerodrome
- Ability to follow detailed instructions and meet deadlines
- Ability to work independently as well as collaboratively with other staff
- Flexibility and openness to a multitude of tasks
- Available to work a minimum of 10 hours per week for a minimum of 2 months
- Ability to work non-standard office hours on weekends or evenings for special events
- Prior experience in fundraising a plus but not required

Benefits:

- Hone your skills in nonprofit fundraising and advocacy
- Learn from and interact with our pilots and staff
- Gain experience beneficial for future employment and life
- Make professional contacts and references
- Remote work possible

To Apply:

- Please email director@oldrhinebeck.org with the following:
- Position title in email subject line
- Resume, attached
- Cover letter, either in the email body or attached, describing what you hope to get out of this internship
- Three professional references, with email addresses and phone numbers

GRANT AND ANALYSIS INTERN

Duties and Responsibilities:

- Review and summarize grant opportunities using specified criteria
- Review and contribute to grant applications, proposals and reports
- Assist with donor acknowledgement communications
- Enter program evaluation data
- Assist with data management and analysis

- Assist with preparation of reports on program outcomes
- Assist with community and/or fundraising events

Other tasks, as needed

Qualifications:

- Understand and able to effectively communicate the philosophy and mission of Old Rhinebeck Aerodrome
- Ability to follow detailed instructions
- Ability to work independently as well as collaboratively with other staff
- Comfortable with online research, standard computer applications (e.g., word processing, spreadsheets, etc.), and working in multiple applications simultaneously
- Ability to accurately and concisely summarize key findings from a large amount of information
- Conscientious and dependable, with strong attention to detail
- Strong proofreading and writing skills
- Ability to maintain confidentiality of sensitive information
- Available a minimum of 8 hours per week for a minimum of 2 months

Benefits:

- Hone your skills in grant writing and analysis
- Learn from and interact with our pilots and staff
- Invitations to special events
- Gain experience beneficial for future employment and life
- Make professional contacts and references

To Apply:

- Please email director@oldrhinebeck.org with the following:
- Position title in email subject line
- Resume, attached
- Writing samples, attached (welcomed, but not required)
- Cover letter, either in the email body or attached, describing what you hope to get out of this internship
- Three professional references, with email addresses and phone numbers