

## **LBJ Foundation Development Internship – Spring/Summer**



**Employer:** LBJ Foundation

**Duration:** Spring Term (March–April): 8 weeks at 20 hours per week

Summer Term (May–June): 8 weeks at 35 hours per week

**Type:** Part-time to full-time (average 20–35 hours per week, dependent on term)

**Location:** LBJ Presidential Library, Austin, Texas

**Schedule:** Normal business hours, staying within a 20-35-hour work week. Hours may be adjusted as needed to support occasional evening events.

### **Overview**

The Development Intern will participate in a 16-week internship with the LBJ Foundation, gaining invaluable insight into the fundraising and stewardship efforts that sustain a presidential library. This role provides hands-on experience in nonprofit development, offering exposure to donor relations, grant research, and event support, while working alongside seasoned development professionals. This position will report to Dan Perry (Chief Development Officer), Jenny Urevig (Corporate & Foundation Relations Officer), and Sofia Moreno (Member & Donor Relationship Manager).

The internship totals approximately 440 hours and is supported by an **\$8,000 stipend**, distributed in two installments based on hours worked during each academic term: \$3,000 paid at the beginning of the Spring term and \$5,000 paid during the Summer term.

This internship offers a unique opportunity to serve as an ambassador for the LBJ Foundation and the legacy of President Lyndon B. Johnson, representing the organization with professionalism to a wide range of stakeholders—including LBJ Foundation board members, donors, LBJ Library members, and the public—while gaining firsthand experience at a nationally recognized presidential library.

This internship is supported by the RGK Center for Philanthropy and Community Service at the LBJ School of Public Affairs. All applicants must be currently enrolled students at the University of Texas at Austin and meet the following eligibility requirements:

- Continuing undergraduate, graduate, or PhD student at UT Austin (graduation date no earlier than December 2026)
- In good academic standing (a minimum GPA of 3.0 and not on academic probation)
- Students should not have received prior internship funding through the RGK Center or the LBJ School

The internship stipend will be distributed directly to the student through the LBJ School Fellowships office on the payment terms listed in the job description.

### **Team Structure**

The intern will be a part of the LBJ Foundation Development team, reporting directly to the Development department, receiving guidance and support from the Chief Development Officer, Corporate & Foundation Relations Officer, and the Member & Donor Relationship Manager.

## **Job Functions**

- Develop an understanding of how fundraising strategies advance the mission of a nonprofit organization.
- Assist with donor database management, including updating contact information, maintaining data integrity, and generating basic reports.
- Support preparation of fundraising materials, including donor communications, sponsorship outreach, and grant proposals and reports.
- Contribute to research on prospective donors, foundations, and grant opportunities to support internal fundraising strategies.
- Participate in meetings with the development team to observe and learn about nonprofit fundraising and stewardship processes.
- Collaborate on planning and executing special projects, including museum reopening, community engagement initiatives, or donor-specific events.
- Gain hands-on experience with nonprofit fundraising operations, learning best practices in donor relations, fundraising strategy, and program support
- Assist with on-site coordination to ensure a smooth and engaging experience for event.

## **About the LBJ Presidential Library**

Situated on a 30-acre site on The University of Texas at Austin campus, the LBJ Presidential Library is one of 14 presidential libraries administered by the National Archives and Records Administration. It houses 45 million pages of historical documents, 650,000 photos, 5,000 hours of recordings, and more than 54,000 artifacts from the political career of the 36th President of the United States, Lyndon B. Johnson.

In addition to serving as an archive and museum dedicated to Johnson's life and political career, the library hosts special exhibitions, educational programming, and events throughout the year.

## **About the LBJ Foundation**

Established by President and Mrs. Lyndon B. Johnson in 1969, the LBJ Foundation is a nonprofit organization comprised of a board of trustees and administrative staff that supports the LBJ Presidential Library and the LBJ School of Public Affairs at The University of Texas at Austin.

The LBJ Presidential Library, operated under the auspices of the National Archives and Records Administration, maintains the archive of President Johnson's administration and political career and promotes his legacy while providing, in his words, "a springboard for the future" through public programming aimed at addressing the issues of our time. The Foundation enhances the Library by directing public programming, administering the museum's store and admissions operations, and directing grants for researchers and scholars.

The LBJ School of Public Affairs embodies President Johnson's living legacy by nurturing leaders and public servants in the hopes that they will pursue what he called "the oldest, most basic mission of our country: to right wrong, to do justice, to serve man." The Foundation provides financial support for the school for the outstanding education it offers its graduate students in public policy and

government affairs, community outreach, and global initiatives.

All bearing our 36th President's name, these three institutions—the LBJ Foundation, the LBJ Presidential Library, and the LBJ School of Public Affairs—preserve Lyndon B. Johnson's consequential legacy while pursuing his hopeful vision for the future.

### **Application Process**

Interested candidates should submit a cover letter and résumé outlining their qualifications and interest in the position to [development@lbjfoundation.org](mailto:development@lbjfoundation.org).

The LBJ Foundation is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, religion, gender, sexual orientation, national origin, age, disability, veteran status, or any other protected status under applicable laws. We encourage all to apply.

The LBJ Presidential Library is a federal institution and requires all employees working within the building to submit fingerprints and undergo a background check.