

POSITION TITLE: Development Internship

LEARNING OBJECTIVES: To provide intern with on-the-job training and experience in the Development / Fundraising field

POSITION RELATIONSHIPS:

Reports to: Manager/Development Services & Operations

PRIMARY TASKS AND RESPONSIBILITIES:

- Provides administrative, research, and logistical support for the Development team
- Performs administrative duties including but not limited to responding to calls, photocopying, filing, processing paperwork, preparing donor letters and mailings, and data entry
- Assists with event coordination on days / evenings of events (e.g. Conservation Leadership Awards Dinner, Wines in the Wild, Holiday Magic)
- Additional tasks as requested

POSITION REQUIREMENTS AND SPECIFICATIONS:

- Have completed at least one year at an accredited institution or have equivalent life experience in the Development / Fundraising sector
- Have maintained an overall C+ (2.5 / 4.0) GPA or higher
- Possess excellent communication and coordination skills
- Be willing to commit to a 12-week internship
- Computer and data entry experience required
- Raiser's Edge experience a plus
- Ability to work with and coordinate information, with an eye for detail, completeness, and accuracy
- Maintain confidentiality surrounding donor information and records
- Must be able to sit for a four-hour shift, as well as stand occasionally during collating projects
- Must be able to stoop or bend when working on filing projects
- Must be able to work in sometimes crowded, hectic and noisy conditions
- Genuinely interested in and care about people, children, animals, nature and conservation
- Be willing to work the occasional evening or weekend to support events
- Spanish fluency a plus, but not required.

WAGE RATE: Unpaid