

INTERNSHIP POSITION DESCRIPTION

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| POSITION TITLE: | Conservation Funding Initiatives Intern | | |
| SEASON: | <input checked="" type="checkbox"/> Winter (Jan – April) | <input checked="" type="checkbox"/> Summer (May – Aug) | <input type="checkbox"/> Fall (Sept-Dec) |
| GROUP/DEPARTMENT: | Conservation, Education, and Training | | |
| POSITION MENTOR/REPORTS TO: | Senior Vice President of Conservation Programs, Research, and Funding <i>and</i> Director of Conservation Funding Initiatives | | |
| PAID/UNPAID: | Unpaid | | |
| BASIC FUNCTION: | This position contributes to the success of the Chicago Zoological Society by assisting in research, communication, and fund raising and strategies that support the Society's mission, strategic plans, and overall goals. | | |

PRIMARY JOB DUTIES AND RESPONSIBILITIES:

Indicate approximate % time for each duty listed over the course of the internship.

1. Assist Conservation Funding Initiatives (CFI) staff with researching new and current corporate, foundation, and government prospects for programmatic, capital, and general operating grants. 25%
2. Assist with writing copy for board and institutional ExploreMore newsletter and other projects as needed. 20%
3. Assist with CFI staff correspondence, including cover letters, acknowledgement letters, letters of inquiry, and grant proposals when appropriate. 20%
4. Assist with other internal and external communications projects, including PowerPoint and other graphic presentation and written program fact sheets. 15%
5. Assist with Raiser's Edge data entry and other data entry projects as assigned 10%
6. Other related duties as assigned. 10%

POSITION REQUIREMENTS AND SPECIFICATIONS

- Minimum of 1 year of college with major in business or science-related field.
- An overall GPA of 2.5 / 4.0 or higher.
- Good interpersonal, communications, and organizational skills with an eye for detail and accuracy; able to follow direction and juggle multiple priorities.
- Computer and data entry experience required; Raiser's Edge experience a plus.
- Proficiency in Microsoft Office 2016 or higher, especially Word, Excel, and Outlook.
- Excellent customer service, strong verbal communication skills, excellent writing skills, teamwork, flexibility, and the ability to be a strong advocate of the Society.
- Spanish fluency a plus, but not required.
- All interns are required to complete either a final project or daily journal as part of their experience.

ADDITIONAL INFORMATION:

N/A