



**Title:** Fundraising Intern

**Reports To:** Jeannette Bush and Kirsten Haltman

**Description:** Fundraising interns will gain experience in development, planning, and implementation of various fundraising events. Activities will include - but are not limited to - solicitation calls for auction and grab bag donations, implementation of marketing strategies (social media, email, physical materials, etc.), development of themed appeals, and day-of assistance for in-person events (Earth Day Festival, 4th of July Brunch, etc.). Although the main focus will be fundraising and event planning, there will also be opportunities to participate in other areas of the Conservancy's work, including education and restoration, to ensure you achieve a well-rounded experience.

This internship may be fulfilled as an office position, or a hybrid-remote position. Though the dates are not yet set, attendance at in-person events that occur during the duration of the internship will be required.

Fundraising interns should have or currently be working toward a degree in business, marketing, communications, or another related field. Exceptions may be made on a case-by-case basis.

**Duties and Responsibilities:**

- Assist with solicitation calls for donations
- Assist with event planning
- Assist in implementation of marketing for events including emails, social media, and distribution of physical marketing materials
- Assist in development and implementation of appeal campaigns
- Participate in cross training, team building, and staff meetings when necessary
- Provide staff support for in-person fundraising events, including but not limited to the Earth Day Festival, 4th of July Brunch, Annual Gala, if they fall within the internship term
- Perform tasks as necessary and assigned

**Position Requirements:**

B.A. or B.S. in business, marketing, communications, or another related field.; or enrollment at a Junior College or University in business, marketing, communications, or another related field. Short-term session: minimum of 150 hours, 10 hours a week preferred but flexible (February 2021-September/October 2021)