



Title: Fundraising Intern

Reports To: Carissa Macias, Kirsten Haltman

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.
- Provide day-of assistance for events.
- Assist with other Conservancy operations and events as needed, including but not limited to:
 - Leading guided tours, services events, or other educational events.
 - Attending outreach events.
- Participate in cross training, team building, and staff meetings.
- Perform tasks as necessary and assigned.
- Attendance is flexible depending on intern's schedule and extenuating circumstances. Frequent and/or uncommunicated absences may result in termination of the internship.

Position Requirements

- B.A. or B.S. in business, marketing, communications or related field of study; or enrollment at a Junior College or University in business, marketing, communications or related field.
- A minimum of **150 hours** is required to complete the internship. Longer term internships are available as well.