

## **Development and Fundraising Internship**

### **Internship Duties and Responsibilities**

- Research new potential funders – foundations and grants.
- Assist with the design and production of member and donor materials, communications, and appeals.
- Assist with organization and execution of special events.
- Research new potential program or event sponsors.
- Assist with collection, organization and stewardship of donations for our silent auction.
- Assist with the development of a planned giving program.
- Explore ways to engage and expand our member/donor/friend network.
- Assist with maintaining database profiles and processing memberships and donations in our membership database - Memberclicks.
- Other responsibilities based on interest areas and organization needs.

### **Internship Qualifications**

- Bachelor's degree, master's degree or degree in progress in nonprofit management, philanthropic studies or a related field
- Interest in conservation, wildlife and wildlife habitat or other environmental and natural resource issues
- Strong writing and research skills
- Detail-oriented
- Ability to work in a team or independently as needed
- Ability to effectively coordinate and organize multiple projects and tasks
- Proficient in oral communication
- Proficiency in basic computer programs and skills including Microsoft Office.
- Experience with databases is a plus.

### **To Apply:**

Please submit by email [info@indianawildlife.org](mailto:info@indianawildlife.org)

- Cover Letter

- Resume
- List of references