



### Volunteer Internship Position:

## **Development Assistant**

### Description:

The Water Conservation Garden is a nonprofit organization with the mission to inspire positive change in our living environment, and conservation of natural resources. Through a series of beautiful gardens, how-to displays, events, youth programs, public classes, and scenic tours, The Garden is both gathering place and education hub for the community.

We are seeking a Development Assistant (Intern) who can work closely with our development department. We are a small nonprofit looking for an enthusiastic and motivated individual to assist our development department in data entry, gift acknowledgements, note taking and social media. This internship is an excellent opportunity for students or recent graduates who are interested in non-profits, fundraising or marketing.

### Duties and Responsibilities

- Enter donations, memberships and prospects into donor database (Salesforce).
- Mail gift acknowledgements for sponsors, foundations, individuals and in-kind gifts.
- Assist with grant writing, proposal preparations, newsletter development, social media content development and other writing assignments.
- Conduct grant research and donor prospect research.
- Taking notes at Development Committee meetings or Membership Working Group meetings.
- Provide general office support, as needed.

### Qualifications

- Strong writing and oral communication skills.
- Exceptional phone etiquette.
- Comfortable with soliciting donations.
- Proficiency in MS Office, Excel and PowerPoint.
- Strong research skills.
- Strong attention to detail.
- Ability to prioritize and manage simultaneous tasks.
- Experience with content creation and/or website management a plus.

### Important Personal Traits

- Professional attitude.
- Friendly and approachable with positive attitude.
- Respect for diversity.
- Interest in the nonprofits and environmental work.
- Ability to work independently and as part of a team.

### Details

- This internship provides training and career development in a professional environment with the Development Department.
- 10-20 hours per week 9:00am-4:00pm, Monday – Friday.
- 6-12 month commitment.
- The schedule is flexible with occasional weekend activities.
- Tasks can be performed virtually.

### Compensation

This is an unpaid internship.

### How to Apply

Please send your resume and cover letter to Development & Membership Director, Janelle Wallace [Janelle@thegarden.org](mailto:Janelle@thegarden.org). Applications will be reviewed on a rolling basis.