

# 2021 ECOLIFE Internship Description



## Title of Position

Development Intern

## Manager

Lisa Kelley | *Development & Strategic Planning Consultant*

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## Position Overview

The Development Intern will work under the direction of the Development & Strategic Planning Consultant on projects related to the fundraising and development of individual and corporate donors. All duties will have the central focus of cultivating and strengthening new and existing donor relationships.

*Duties include, but are not limited to:*

- Aid in the development and implementation of donor relations
- Assist in strategically planning and implementation of fundraising events
- Research corporate and foundation funding opportunities/iWave
- Assist in creating TED talk style presentations virtual and in person for various ECOLIFE speakers and support preparation and handling of engagements
- Solicit potential sponsors for gala
- Assist with ad hoc tasks
- Perform market research for various projects, including competitive research and opportunities for partnerships

## For You

- Work on tangible projects that will enhance your resume and portfolio
- Gain experience in various areas of fundraising and nonprofit management
- Opportunity to make connections in the nonprofit sector
- Letter of recommendation and professional reference
- Make a difference!

## Skill Set Requirements

- Excellent written & verbal communication skills
- Strong interest in donor management
- Detail oriented with strong organizational skills
- Ability to work independently
- Intuitive
- Team-minded
- Transparent Communications
- Strong administrative and computer skills
- Ability to work with a diverse group of constituents including donors, volunteers, business leaders, and staff

## Start and end dates of internship

Flexible

## Expected hours per week

15 - 20 hours