

INTERNSHIP DESCRIPTION



Title of Position

Development Internship

Manager Name

Barbara Fiorina, Director of Development
bfiorina@ecolifeconservation.org
760-740-1346
101 N Broadway, Escondido, CA 92025

Specific Duties:

ECOLIFE Conservation has an opening for the position of Development Intern. This person will work under the direction of the Development Director on projects relating 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.

- Aid in development and implementation of donor relations
- Assist in strategically planning and implementation of fundraising events
- Research corporate and foundation funding opportunities
- 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 non-profit management
- Make connections to individuals and organizations in the nonprofit sector
- Recommendation letter
- 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 without direct supervision
- 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

Minimum of 10