



Conservation Northwest Development Intern

The Development Internship opportunity at Conservation Northwest provides a hands-on experience learning fundraising skills, supporting a wide range of development activities from special events to donation processing to Major Donor solicitation and grant-writing, and getting an intensive behind-the-scenes experience in all aspects of the management of a full-service nonprofit Development Department.

The internship is designed for those interested in exploring careers in nonprofit fundraising, organizational management, or environmental careers.

The position supports a well-established Development Department of four staff and numerous volunteers that has raised tens of millions of dollars, with activities including:

- Foundations & Major Donors: experience writing or proofreading/editing foundation proposals, orientation to Major Donor cultivation and stewardship, opportunities to meet donors and/or Foundation officers
- Membership Management: Hands-on experience with processing donations, sending thank-yous, and interacting with members in person and by phone and email
- Appeals and Campaigns: Participation in drafting and editing fundraising letters, and working with fundraising database
- Events: Holiday Membership Party, Major Donor Briefing, Annual Dinner and Auction, Member Outreach events, and scheduled House Parties

In addition to gaining hands-on experience with all divisions within the Development Department, the Intern is expected to develop and complete a professional-level project that is commensurate with professional-level performance in an aspect of nonprofit fundraising, such as event planning, grant-writing, IT/CRM, legacy giving, or other, selected based on the intern's interest. CNW staff guide each intern in selecting and successfully completing a suitable project.

The internship is based in Conservation Northwest's Seattle offices. Minimal travel is required, and some evening or weekend work, scheduled in accordance with intern availability, is anticipated. Internship alternatives include a part-time (20 hours/week) or full-time (40 hours/week) option.

Benefits

- Gain insight into a potential career in fundraising, nonprofit management, or related fields
- Build a personal network, strategic relationships, and connections with professionals in the field
- Develop database and constituent relationship management skills
- Receive college credit (as arranged through your higher education institution)
- Gain experience with event planning, donation solicitation, database management, financial contribution processing, and strategic planning

Timeline/Compensation

- The position is for approximately three months, with option to extend to additional three-month period
- Compensation: college credit (if arranged through your institution), and cutting-edge experience

Skills Required

- Excellent written and spoken communication, interpersonal and organizational skills
- Demonstrated accuracy with details
- Ability to successfully work as team member, multi-task, and work independently
- Computer literacy including MS Office Suite
- Demonstrated responsibility, follow-through and willingness to help with routine tasks
- Demonstrated interest in nonprofit fundraising, event planning, or donor management

To Apply

Send a complete cover letter addressing your interest and qualifications, along with resume, to jobs@conservationnw.org.

For more information about Conservation Northwest, please check out our website at www.conservationnw.org.