Fundraising and Development Intern

Job Description

**Overview:**

Save the Harbor/Save the Bay is seeking an Event Planning and Development Intern to assist with reaching organizational fundraising and event goals. This position is for high energy and self-motivated individual with an interest in fundraising, partnership development, and event planning. Under the direction of the Executive Director and the Development Manager, the Event Planning and Development Intern will help to make sure organizational events are a success.

**Responsibilities:**

Important responsibilities and duties may include, but are not limited to, the following:

* Identifying and researching new potential funders, updating and maintaining database and other records.
* Assisting in writing grant proposals and following up with thank you letters to funders.
* Assisting in compiling information about Save the Harbor's programs and using this information. to write reports, press releases, and components of grant proposals.
* Effectively communicate with stakeholders.
* Assist Save the Harbor’s transition to using Donor Perfect.
* Monitoring external events relevant to Save the Harbor’s mission and representing Save the Harbor at events when appropriate.
* Attending and supporting Save the Harbor/Save the Bay events.
* Answering phones and providing general organization information.

Skills & Knowledge Desired - Minimum Entrance Requirements:

* Excellent interpersonal, writing and verbal skills required
* Attention to detail and accuracy
* Computer skills include Microsoft Word and Excel
* Interest in non-profit organizations and the mission of Save the Harbor/Save the Bay
* Science background is not required, though an interest in science as it relates to the Boston Harbor and water quality is a must
* Dependability and flexibility
* Ability to exercise good judgment and work on multiple projects simultaneously, while maintaining attention to detail required.
* Proficiency in Spanish, Haitian Creole, Mandarin and/or Cape Verdean Creole preferred, but not required.

Work Environment & Physical Demands

Essential functions are performed in both office and community-based settings. Position requires some travel to attend events and programming. Willingness to work irregular (some evenings) hours required.

Terms

* Part-time year-round opportunity based on work performance.
* Start Date: January 2020
* Hours: at least 20 hours per week
* Some weekends may be required

Save the Harbor/Save the Bay expects interns to commit at least 20 hours per week to the organization, with occasional evening and/or weekend events. We are flexible on scheduling around classes and other such obligations.

Compensation

Save the Harbor/Save the Bay does not provide stipends for internships but will work closely with students to see that the internship meets credit requirements. You need not be a student to apply.

How to Apply

Please email resume and cover letter to [smith@savetheharbor.org](mailto:smith@savetheharbor.org) with Event Planning and Development Intern in the subject line. We strongly encourage applications from people of color, women, and LGBTQ individuals.