

JOB ANNOUNCEMENT

August 2, 2017

JOB TITLE: Development Intern

REPORTS TO: Development Associate

JOB SUMMARY:

Casey Trees, a nonprofit dedicated to restoring, enhancing and protecting the tree canopy of Washington, DC, seeks a Development Intern to provide support for Casey Trees fundraising efforts.

The ideal candidate is extremely organized, thoughtful, shows meticulous attention to detail and is highly enthusiastic and collaborative.

RESPONSIBILITIES INCLUDE:

- Draft, copyedit, mail and log donor correspondence including gift acknowledgements, renewals and solicitations.
- Help develop and define strategies for multi-platform giving campaigns.
- Draft articles, blog posts, and social media and web content profiling.
- Assist in preparing grant applications and reports.
- Research donors and prospects and prepare profiles for use at meetings and in event dossiers.
- Staff fundraising and Member events. Willingness to work a flexible schedule as needed; including some evenings and weekends.
- Assist in solicitation and processing of event sponsorships.
- Provide general administrative support.

QUALIFICATIONS

- Currently pursuing a bachelor's degree or master's degree. A preference given to candidates in public communications, marketing, journalism, English or similar programs.
- Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) skills.
- Excellent written and verbal communication skills.
- Thoughtful, organized, highly collaborative with great attention to detail and to presentation.
- Excellent researcher capable of working independently as well as collaboratively.
- Enthusiastic with a positive attitude and strong work ethic.
- Good sense of humor appreciated.



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PREFERRED SKILLS

- Experience in Salesforce or comparable database system.
- Special event planning.
- Adobe Creative Suite (InDesign, Photoshop, Illustrator).
- Understanding of fundraising, membership, volunteer and advocacy needs.
- Prior experience in the nonprofit sector highly desirable.

POSITION DURATION AND COMPENSATION:

Work schedule is 25 hours per week minimum. Interns are assigned a fixed regular schedule based on available hours. Flexible scheduling is available but candidates must be able to work shifts of four hours or more.

Internship begins in fall 2017 and ends in February of 2018, with the possibility to extend through May 2018.

Pay is commensurate with experience. School credit is available.

TO APPLY:

Please email the following items to: development@caseytrees.org

- Letter of interest
- Résumé
- Availability, including start date
- Enter "Development Intern" only into email subject line

Applications are accepted until the position is filled. No telephone or email inquiries please.

Casey Trees is an Equal Opportunity Employer.

