

Development Intern Position Boulder CO

Overview

Global Greengrants Fund makes small grants (typically \$500 to \$5,000) to grassroots groups creating movements in the Global South to protect the environment, live sustainably, preserve biodiversity, and gain a voice in their future. Greengrants has supported more than 5,000 groups in 100 countries around the world since 1993, supporting a broad variety of social and environmental justice issues. For more information, please visit www.greengrants.org.

Greengrants seeks a qualified and motivated volunteer intern to assist in the Development Department. Undergraduate and graduate students welcome, as well as other interested individuals. You should have an interest in international development, environmental issues, philanthropy, and social justice. Internships can be completed for academic credit.

Job Summary

The Development Intern supports the Development and Communications Department (7 people) in raising a multimillion dollar budget from foundation and individual sources. Responsibilities may include researching and identifying donor prospects, assisting with reports and proposals as needed, updating and maintaining database records, and assisting with other projects and administrative work as needed. The Development Intern will gain significant exposure to the inner workings of fundraising from an experienced and successful Development and Communications team.

Essential Job Functions

- Research potential foundation and individual donors
- Keep meticulous records of all research completed
- Identify top-level prospects and work with staff to formulate strategies
- File fundraising documents
- Assist with mailings and other tasks
- Reports to: Foundations Relations Manager and/or Donor Relations Manager

Skills and Abilities

- Attention to detail, ability to multi-task
- Excellent oral and written communication skills
- Highly proactive and able to take initiative
- Familiarity with database work—ideally with Raiser’s Edge
- Good working knowledge of international issues and geographies
- Strong interpersonal skills

Education and Experience

- Bachelor’s degree (in process)
- Some work or volunteer experience, preferably in a nonprofit or international setting

Start Date, Compensation, Hours

This is an **unpaid** four-month position, with a minimum commitment of 15 hours/week, 20 hours/week preferred. The work schedule is approximately 9am to 5pm.

Application Process

Applications will be accepted until the position is filled. Immediate availability preferred.

Application Format

All application materials should be typed in a reasonable size font, single-spaced, and double-sided. Please submit the following:

- Cover letter that includes current contact information
- Resume that includes detailed work experience, education, and two references with full contact information
- A writing sample of 1-2 pages

All materials should be sent by email to internships@greengrants.org; please specify which intern position you are applying for in the subject line.

Alternatively, submit applications to:
Internship Program/Development Intern
Global Greengrants Fund
2840 Wilderness Place, Suite A
Boulder, CO 80301
NO PHONE CALLS PLEASE