



Development Intern – National Wildlife Refuge Association

Job Description:

The National Wildlife Refuge Association is seeking a **Development Intern** to help identify and cultivate prospective donors, foundations, and grants. The Development intern will work closely the President to organize prospective lists and conduct administrative duties as assigned.

Reporting to the President, the Development Intern will work closely with staff, donors, and prospective foundations.

Roles and Responsibilities:

- Drive prospect and foundation research
- Draft and edit LOIs and fundraising proposals
- Approach, track opportunities, manage timelines, and provide follow-up to donors and prospective donors
- Manage donor administration activities, including drafting donor reports, donor database entry, updates, invitations, thank you notes, and other materials
- Administrative functions
- Other duties as assigned

Qualifications:

- Pursuing a degree in marketing, communications, biology, wildlife management, or related degree
- Exceptional writing and proofreading skills; ability to translate technical information into lay language; experience in developing and organizing proposals for varying audiences
- Demonstrated excellence in organizational skills and attention to detail; ability to help drive projects to completion and multi-task
- Demonstrated analytical and critical thinking skills
- Ability to use good judgment, take initiative and make recommendations in resolving problems and provide guidance to staff
- Knowledge of, or experience in, online fundraising, nonprofit advocacy, membership cultivation and marketing is a plus

Other preferred characteristics

- Eagerness to learn and contribute to a small team

- Creative and compelling storyteller
- Sense of urgency
- Collaborative
- Responsive to direction and feedback
- Ability to work independently and remotely with a diverse team
- Ability to work out of our Washington D.C. office. As a small, lean organization, all team members are required to take on additional responsibilities as necessary, including administrative tasks, as they arise. An ideal candidate would thrive in a team environment focusing on “getting things done” and supporting the work of others.

Time-frame: Up to one year

Location: Washington, D.C.

Compensation: \$2,000 a month

To Apply: Please submit a cover letter, resume and contact information to: Sean Carnell at scarnell@refugeassociation.org by August 25th. *This position is open until filled.*

The **National Wildlife Refuge Association** is an independent and nonpartisan 501(c)3 national nonprofit organization dedicated to protecting America’s wildlife through programs that support the National Wildlife Refuge System. The Refuge Association is a non-governmental organization based in Washington, DC and works to complement and assist the Refuge System. For more information, please visit www.refugeassociation.org.

The National Wildlife Refuge Association is an Equal Opportunity Employer