

Clean Lakes Alliance seeks a **Development & Database Intern** to join our passionate and dedicated team. This is a part-time, limited-term position running from September 2026 through December 31, 2026, with the possibility of extension through the spring 2027 semester.

Clean Lakes Alliance is a 501(c)(3) nonprofit organization whose mission is to champion our lakes and watershed stewardship for the benefit of all. We work with government agencies, waterway user groups, local businesses, farmers, lakefront property owners, and other stakeholders to improve and protect water quality throughout the Yahara River Watershed. To learn more about our mission, work, and priorities, please visit cleanlakesalliance.org.

Position Description

The Development & Database Intern will provide meaningful support to Clean Lakes Alliance's development and engagement efforts, with a focus on fundraising operations, donor and member stewardship, database management, donor research, and corporate partnerships. Under the supervision of professional staff, the intern will gain hands-on experience with nonprofit development systems and workflows while providing organizational and logistical support. This is a paid internship for the fall 2026 semester with the possibility of extension through spring 2027.

Starting wage: \$18–\$20 per hour

Hours: 12–20 hours/week

Duties and Responsibilities

Donor, Member and Corporate Sponsor Development:

- Contribute to the planning and execution of fundraising campaigns, including the Annual Campaign, Membership, and corporate giving
- Assist with Annual Campaign planning calendars, donor segmentation, and organizational workflows to keep appeal efforts timely and purposeful
- Support event sponsorship efforts, including prospect research, fundraising collateral, sponsor fulfillment, and event recaps
- Support development staff with donor and member stewardship and grant-related work, including research, acknowledgments, and application support
- Support fundraising, stewardship, and networking events as needed
- Research, prospect for, and help secure needed in-kind donations with guidance from professional staff
- Interact with board members, sponsors, members, and donors in a professional manner
- Other duties as assigned

Database Management & Analytics:

- Assist with maintaining accurate constituent records and overall database health in Raiser's Edge NXT
- Assist with weekly check logs and other gift-processing documentation
- Validate and accurately enter gifts, pledges, and constituent updates in the database
- Assist with data cleanup, duplicate review, and contact-information updates
- Track donor, member, campaign, and event engagement metrics
- Generate routine reports and summaries to support fundraising and stewardship strategy
- Conduct donor, corporate, and prospect research as needed
- Use queries to pull and segment email and mailing lists

Skills and Experience

General:

- Dependable, self-motivated, and able to handle sensitive donor information with discretion
- Ability to work independently and collaboratively in a team environment
- Excellent organizational skills with the ability to prioritize workload while maintaining close attention to detail
- Strong written and verbal communication skills
- Comfort communicating professionally with individual donors, corporate partners, and board members

Computer skills:

- Microsoft 365 and Google Workspace
- Raiser's Edge NXT experience or willingness to complete training; database or CRM experience is a plus

Work Environment and Hours

- 12–20 hours per week, anticipated to run September 2026 through December 31, 2026, with the possibility of extension through the spring 2027 semester. Scheduling will be determined based on organizational needs and candidate availability. Clean Lakes Alliance office hours are typically 8:00 a.m.–5:00 p.m. Monday–Thursday and 8:00 a.m.–12:00 p.m. Friday.
- Occasional evening and weekend work generally corresponds with Clean Lakes Alliance-sponsored events. Must be able to attend most events to provide support.
- Occasional off-site work may be required to support events and program activities. Must have access to a personal laptop or home computer that can be used to perform work away from the office.
- Job location: Verex Plaza, 150 East Gilman St., Suite 2600, Madison, WI 53703.

To Apply

Please email a letter of interest and resume to Jason James, Associate Director of Membership, at jason.james@cleanlakesalliance.org. Include “Development & Database Intern” in the subject line. Applications are due Friday, September 25, 2026.

Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.