

Clean Lakes Alliance seeks a **Development & Donor Engagement Intern** to join our passionate and dedicated team. This is a part-time, limited-term position running from January 2024 through the end of the Spring school term with a possible extension through the summer.

Clean Lakes Alliance is a 501(c)(3) nonprofit organization devoted to improving the water quality of lakes, streams, and wetlands in the Yahara River Watershed. Working closely with government agencies, waterway user groups, local businesses, farmers, lakefront property owners, and other stakeholders, we strive to serve as a positive voice in promoting our cherished lakes. To learn more about our mission, work and priorities, please visit our website at [cleanlakesalliance.org](https://cleanlakesalliance.org).

### **Position Description**

The Development & Donor Engagement intern will provide meaningful support to the development team. This team focuses on fundraising for the organization, donor stewardship, donor analysis and research and corporate partnerships which are vital to the health of the organization. Under the supervision of professional staff, this internship will provide organizational and logistical support for these efforts. This is a paid internship for the Spring Semester of the 2023-24 school year with the possibility of extension.

**Starting wage: \$16/hour**

**Hours: 10-15 hours/week**

### **Duties and Responsibilities**

#### **Donor, Lake Partner and Corporate Sponsor Development:**

- Contribute to the planning and execution of solicitation campaigns, including our Annual Campaign, Lake Partner 'Membership' and Corporate Sponsor giving
- Manage the Annual Campaign planning calendar and organizational workflow to ensure appeal efforts are executed in a timely and purposeful fashion
- Assist development team with the organization's event sponsorship efforts, including creation of fundraising collateral, prospecting, sponsor fulfillment and event recaps
- Support development team and other staff with grant applications, including discovery, research and application submissions
- Support Engagement Analyst with donor database management
- Plan, attend and support fundraising and networking events as needed
- Research, prospect for and secure needed in-kind donations with guidance from Development Director
- Assist Engagement Analyst with database management and data analysis
- Interact and engage with board members, sponsors and donors in a professional manner
- Support execution of the 2024 Frozen Assets week, which runs from Saturday, January 27 to Saturday, February 4
- Support co-workers in efforts to advance our mission
- Make a positive contribution by making suggestions for improvement and learning new skills, procedures, and processes
- Assist with other projects as assigned

### **Skills and Experience**

#### **General:**

- Strong work ethic
- Ability to work both individually and in a team environment
- Excellent organizational skills with the ability to prioritize a workload while maintaining strict attention to detail

- Strong communication skills, both verbally and written, for donor solicitations, grant proposals and other
- Comfort in speaking with individuals and corporate level donors

### **Computer skills:**

- Microsoft Office and Google Workplace suites
- Raiser's Edge experience or willingness to complete training
- Graphic design program experience is a plus, such as Photoshop, InDesign, Canva, etc.

### **Work Environment and Hours**

- 10-15 hours per week, with an anticipated start date of early/mid-January through end of Spring Semester with possibility to extend through the summer. Scheduling to be determined based on organizational needs and candidate availability. Clean Lakes Alliance work hours are typically 8:00-5:00 M-Th and 8:00-12:00 F.
- Occasional evening and weekend work generally corresponds with Clean Lakes Alliance-sponsored events. Must be able to attend most events to provide support and gain experience
- Occasional off-site work may be required for the purpose of supporting 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 Street, Suite 2600, Madison, Wisconsin 53703. On bus line and short walk or bike ride from the UW-Madison campus.

### **To Apply**

Please email a letter of interest and resume with contact information to Jason James at [jason.james@cleanlakesalliance.org](mailto:jason.james@cleanlakesalliance.org) by **Wednesday, January 17, 2024**. Include "Development and Donor Engagement Intern" in the subject line.

***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.***