

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 October 2024 through December 13th, 2024 with a possible extension through the 2025 spring semester.

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.

Position Description

The Development & Database Intern will provide meaningful support to the Marketing & 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 fall of the 2024-25 school year with the possibility of extension.

Starting wage: \$16 - \$20

Hours: 12 – 20 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
- Assist 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 fundraising and networking events as needed
- Research, prospect for and secure needed in-kind donations with guidance from professional staff
- Interact and engage with board members, sponsors and donors in a professional manner
- Other duties as assigned

Database Management & Analytics:

- Assist with maintaining database health to foster the growth of the organization
- Assist with weekly check log
- Validate & accurately enter gifts into database
- Track engagement metrics
- Collect and analyze supporter data, web traffic, conversions, etc. to gain insights
- Assist with generating regular reports on metrics to inform and drive strategy
- Monitor industry trends to identify new outreach opportunities
- Use queries to pull and segment email & mailing lists

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

Work Environment and Hours

- 12-20 hours per week, with an anticipated start date in October 2024 through December 13, 2024 with possibility to extend through the 2025 spring semester. 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.
- 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.

To Apply

Please email a letter of interest and resume with contact information to Jason James at jason.james@cleanlakesalliance.org. Include "Development & Database Intern" in the subject line by Friday, October 18.

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.