



Development Intern Job Posting 2022

Overview:

- Title: Development Intern
- Part-Time (16-20 hours per week)
- Limited-term position - Funded for 2022 with potential for extension depending on funding available and staffing needs in next year's budget
- Compensation: \$18/hour
- Remote and in-person depending on COVID-19 conditions and availability. Days and hours per week are negotiable.
- Reports to Lucia Hunt, Sustain Dane Development & Partnerships Manager
- Application reviewed on a rolling basis until the position is filled

Submission: To apply, email resume and cover letter to Lucia Hunt at lucia@sustaindane.org. Please include your name and "Development Intern Application" in the subject line and your name in the title of attached documents. Applications will be reviewed as they are received. Job posting will remain open until the position is filled. Anticipated start date by Feb 15, 2022.

About Sustain Dane: [Sustain Dane](https://www.sustaindane.org), Inc., a 501(c)(3) non-profit educational corporation. Sustain Dane's vision is a thriving and connected community with a sustainable environment and economy we are proud to pass on to future generations. Located in the vibrant StartingBlock Madison space in the Spark Building, our mission is to inspire, connect, and support people to accelerate equity and sustainable actions for community wellbeing. We are seeking a candidate who has an inherent passion for and understanding of sustainability practice in its various forms to join the Sustain Dane team. Sustain Dane's work focuses on holistic sustainability which is the intersection of environmental health, social well-being and equity, and a just economy.

Intern Job Description: Passionate people and resources fuel our work. In this job, you will assist with operations related to grant writing, membership retention and recruitment, financial/in-kind fundraising and sponsorship, and assisting the Sustain Dane team to run successful programs. In this collaborative position, you'll work with the Sustain Dane staff team and Board of Directors, as well as be able to execute projects and strategies independently. We are looking for a candidate with strong organization and communication skills, has attention to detail, ability to prioritize tasks to meet deadlines on time, and enjoys working with a dynamic team. Working with Sustain Dane is a meaningful opportunity to grow professionally and support holistic sustainability.

Skills: Customer service, strong verbal and written communication, critical listening, relationship building, attention to detail, experience with datasets, database management and reporting, program/event production.



Education: Bachelor's Degree or Associate's Degree with work experience preferred. Students working towards a degree will be considered.

Qualifications:

- Passion for sustainability and equity. Thinks critically and creatively about holistic sustainability across communities that make up Dane County
- Dynamic and strong verbal and written communicator who thrives in taking initiative, setting internal deadlines and asking questions in a hands-on work environment
- Authentic, inclusive and open-minded professional who is comfortable working with people of all backgrounds and identities
- Accountable, with exceptional follow-through and the ability to work independently
- Wonderful to work with: positive attitude, organized, trustworthy, and reliable
- Works efficiently with task management skills to routinely juggle competing priorities

Job Duties will Include:

Grant Writing, Sponsorships & Fundraising 40%

- Work with Development and Partnerships manager to research and write grant applications for Sustain Dane programs
- Assist with outreach and tracking of sponsorships for Sustain Dane programs, in particular the Annual Summit
- Assist with creation, outreach and coordination of fundraising campaigns
- Input donations into Little Green Light and draft thank you notes

Membership Support 40%

- Organize, manage and analyze membership data in Wild Apricot (Personify) database. Assist in developing reports on membership renewal trends and areas for growth to workgroups and board.
- Work with Development and Partnerships Manager on strategies to retain and engage current members, as well as growth in welcoming new members.

Programs & Other Duties 20%

- Assist Sustain Dane team with brainstorming topics for programs and production of the programs
- Communicate positively and effectively with the Sustain Dane community in ways that strengthen relationships and provide high quality customer service.
- Support other work areas at Sustain Dane that align with your interest and skills
- Other duties as assigned

Please submit resume and cover letter electronically to Development and Partnerships Manager Lucia Hunt at lucia@sustaindane.org. Applications accepted until position filled.