



**Position Title:** Development Intern

**Accountability:** The Development Intern will report to the Executive Director

**Responsibility:** The Development Intern will have a unique opportunity to manage projects from end-to-end, develop fundraising campaigns, assist in membership campaign projects, and plan and execute events, with supervision.

**Day to Day Duties:**

- Create content for member communications (ex. digital and print newsletters, brochures, donor presentations, etc.)
- Update and source marketing materials
- Build relationships with local companies
- Support staff with the planning and execution of events
- Some administrative tasks to support development

**Qualifications:**

- Ability to work independently and capable of taking initiative on a specific project
- Strong computer and graphic design skills
- Ability to speak to different populations within our organization: volunteers, members, donors, prospective supporters
- Excellent organization and time management skills
- Demonstrate strong analytical and research skills with big picture thinking
- Strong written and verbal communication skills
- Valid driver's license - this position involves periodic travel to and from events
- Ability to pass Background Check
- Currently studying or background in non-profit management, marketing, business, communications, public relations, or related fields is a plus

**Schedule:**

The Development Intern will be expected to work 18 hours a week with some flexibility to work remotely.

**Compensation:**

The Development Intern will be given a \$1,000 stipend to be distributed in once/month payments.

**How to Apply:**

Send cover letter and resume to [crf@catawbariverkeeper.org](mailto:crf@catawbariverkeeper.org).