

DEVELOPMENT & DONOR RELATIONS INTERN

Boosting Fundraising + Events Benefiting Save Our Shores



Save Our Shores is now accepting applications for a new Development & Donor Relations Intern. The position will assist to improve community support and fundraising for Save Our Shores many marine conservation programs. The Development & Donor Relations Intern will participate, and occasionally lead, a variety of community fundraising events including community pledge drives, fundraisers at city venues and smaller private fundraisers. The position will work closely with both development and communications staff. Training is provided.

About Save Our Shores

Save Our Shores (SOS) is the oldest marine conservation nonprofit along the Central Coast of California. Over the past four decades, we've cared for the Monterey Bay National Marine Sanctuary through ocean awareness, advocacy and action. From preventing offshore oil drilling during the 1970s, to helping establish the Sanctuary in the early 1990s, we bring people together to build community programs and policies that protect the integrity of our marine environment. Get involved at saveourshores.org

Work Snapshot

- Direct mail
- Donation and sponsorship solicitation
- Assist Major Donor Coordinator with the implementation of smaller house parties
- Community Events: act as point person for Save Our Shores with events organized outside of SOS, but which will benefit SOS programs (eg. concerts, store openings, restaurant donations)
- Work with staff on organizing private beach cleanups for business or corporate employees
- Attend corporate beach cleanups as an SOS event leader
- Learn about the workings of a local environmental non-profit organization

Commitment

2-4 days per week (*10-30 hours per week, minimum of 10 hours*), including some weekend events. This is a one or two quarter internship, a one semester internship, or longer. Internships generally follow quarterly calendar: Fall, Winter, Spring, Summer.

Requirements

- Excellent verbal and written communication skills
- Strong creative and organizational abilities
- Must be reliable and prompt
- Must represent SOS in a professional manner including dress and attitude
- Must respect and facilitate a quiet office work environment
- Must be honest about ability to complete projects before accepting them
- Previous work experience strongly preferred

Application Instructions

Email resume and completed Internship Application (attached) to: donate@saveourshores.org

Released: 06/23/2017

Save Our Shores Development & Donor Relations Intern



INTERNSHIP APPLICATION

Applied Position: *Development & Donor Relations Intern*

Submissions: Please complete form and return to donate@saveourshores.org

Required Supplementary: *Resume*

Date _____

Name _____ **Year of Birth** _____

Address _____

Phone _____ **Email** _____

Availability *(Please Circle or Highlight)*

Weekdays: *Mon Tues Wed Thurs Fri*

Weekday Time: *9am-noon noon-3pm 3pm-5pm*

Weekends: *Sat Sun*

Weekend Time: *9am-noon noon-3pm 3pm-5pm*

Education *(current year, major, specialization)*

Work Experience *(or attach resume, recommended)*

Title _____ **Company** _____

Dates from _____ **to** _____ *(most recent position first)*

Duties _____

Title _____ **Company** _____

Dates from _____ **to** _____

Duties _____



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Why Save Our Shores?

What direct experience do you have fundraising?

What are your current learning in school and how does it apply to Save Our Shores?

What are your career development goals?

What direct experience do you have with event planning?
