



Development and Fundraising Intern

Urban Tree Connection is seeking a dynamic, and highly motivated, organized, self-directed Development Intern to support UTC development and fundraising action planning and execution. This person will report to the Chair of the Board of Directors, assist in leading the board's development committee, and building fundraising capacity of the board, staff, and committee.

Responsibilities

- Lead in the creation and maintenance of donor profiles
- Develop a monthly sustainer campaign for the organization
- Increase the number of individual donations to the organization
- Cultivate large donors
- Lead in the development of UTCs branding strategy
- Identify, manage, and train board and staff on donor management database
- Generate reports and analysis on campaign performance and donor trends
- Offer leadership within the development committee
- Plan donor engagement programs & special events

Requirements

Candidate must...

- Be a self-directed and able to work independently
- Be able to work collaboratively and direct teams
- Be a keen strategist
- Possess strong written and verbal communication skills
- Have a working knowledge of the nonprofit sector and trends
- Be aligned with the mission, vision, and core values of UTC
- Have 3+ years of professional experience or results based fundraising portfolio

Commitment: 1 year

Location: 80% of the time remotely

Perks & Compensation: This is an unpaid opportunity, however we are willing to provide credits for graduate study

To apply

Submit resume and cover letter to Noelle@urbantreeconnection.org and IndiaBlunt226@gmail.com

Applications will be considered on a rolling basis