

## **SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY**

### **Business Partnership & Development Internship Climate Solutions**

Climate Solutions' mission is to accelerate practical and profitable solutions to global warming by galvanizing leadership, growing investment and bridging divides in the Pacific Northwest. Since our founding in 1998, Climate Solutions has emerged as one of the most effective, accomplished climate groups in the nation. In partnership with an extraordinarily wide array of business, farm, government, and civic interests, Climate Solutions is building a new, sustainable prosperity in the region by building the technologies, policies, and enterprises that can deliver climate solutions to the world. Climate Solutions is a \$2.1 million/year and growing operation with offices in Seattle, Olympia, Portland, and Montana. For more information about Climate Solutions, visit [www.climatesolutions.org](http://www.climatesolutions.org).

Climate Solutions has launched a new effort called Business Leaders for Climate Solutions (BLCS) to bring together executives, entrepreneurs and investors from around the Northwest who are committed to strong action to reduce global warming pollution and regional leadership in the transition to a clean and energy efficient economy. The program was started to organize vital support in the business community for the public policy changes needed to address climate change. To date, we have recruited nearly 1000 business leaders in Washington, Oregon, Idaho and Montana, many of whom have become actively involved in advocating for strong public policies; written editorials in support of climate change policy for leading papers; and met with federal and state elected officials. We are now ramping up our efforts to generate financial support for Climate Solutions from these business leaders and other climate-friendly corporations.

Climate Solutions is seeking an outgoing, energetic, self-motivated and outcome-oriented individual to help build financial support through business partnerships. The Business Partnerships & Development Intern will primarily support Climate Solutions' outreach efforts to develop a growing portfolio of corporate sponsors.

This internship is an unpaid and is designed to help us to bring the program to scale and train future leaders on critical skills. The work completed will be based in Seattle with a commitment of 3-6 months (exact hours and dates are flexible). The Business Partnerships & Development Intern will report to our Seattle-based development staff and will collaborate with our business partnerships team.

#### **Scope of Work**

The Business Partnerships & Development Intern will support a range of activities related to building Climate Solutions' base of corporate supporters:

- Identify prospective businesses to partner with Climate Solutions
- Build portfolio of business contacts at key corporations
- Schedule and coordinate face-to-face meetings with businesses to discuss potential partnerships and corporate sponsorships
- Assist in recruiting business sponsors for the Climate Solutions annual breakfast and other special events
- Facilitate coordination between Climate Solutions' fundraising team and the business partnerships program
- Enter and track corporate sponsorship opportunities in Climate Solutions' database
- Assist with other Climate Solutions' fundraising and outreach efforts as needed

#### **Desired Skills and Experiences**

- Excellent communication skills
- Strong writing and editing skills
- Desire to raise funds for a dynamic nonprofit organization
- Self-starter with passion to build the network of businesses who are committed to clean and sustainable technologies and strong climate and clean energy policy.
- Familiar with computer and other communication technologies including Microsoft Office software.
- Experience with relational databases at a user level (experience with Salesforce software a plus)
- Ability to work effectively both independently and with a team.
- Strong attention to detail.
- Flexibility and desire to take on additional responsibilities as opportunities and needs arise.
- Commitment to the mission and goals of Climate Solutions

**SAMPLE**