

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Development Internship Oregon Environmental Council (OEC)

We are seeking a creative, energetic problem-solver to work with Development Team to design a prospect research program given few resources and part-time capacity.

Primary Responsibilities

- Gather, synthesize and analyze information found through free public sources on OEC prospects (individuals, companies and foundations) and present findings both verbally and in writing to development team, program directors and executive director.
- Utilize free online resources to identify new prospects by matching their interests with institutional needs.
- Assist with grant proposals and reports.
- Collaborate with development team to develop prospect identification, cultivation, solicitation, and overall fundraising strategies based on prospect research.
- Review local and national news and business publications, keeping abreast of prospect information and local and regional business developments and economic trends. Send articles to staff as appropriate.
- Update database with new information in collaboration with Development Assistant.
- Assist Development Team with other projects such as events and direct mail.

Qualifications

- Excellent research and writing skills; extensive computer skills, including proficiency with Microsoft office software, especially Excel; searching on-line databases and the Internet.
- Demonstrated ability to work in a team environment and meet goals in a timely manner.
- Strong written and verbal communication skills, an attention to detail, an aptitude for logical thinking and sound judgment, a commitment to professional ethics, and the ability to work with sensitive and confidential information.
- Creative, problem-solver.
- Start date: mid-August/early September - flexible

General Information about OEC Internships

Our internships consist of about 80% program-related work and 20% administrative work. They are unpaid positions unless otherwise indicated. OEC seeks interns who possess excellent research, writing and communication skills, and have the ability and motivation to work independently. We offer a fun, pleasant atmosphere, easy to reach by public transportation, and flexible schedules