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## **Fundraising and Donor Relations Internship Opportunity**

**Position Title:** Development Intern

**Status:** Part-time volunteer position

**Location:** Des Moines, Iowa

**Reports to:** Development Director

**About the Iowa Environmental Council:** Founded in 1995, the Iowa Environmental Council is the largest and most comprehensive environmental coalition in the state. We are a nonpartisan alliance of diverse organizations and individuals working together to protect and preserve Iowa's environment. Together, we unify Iowans to advocate for clean water & land stewardship, clean energy, and a healthy climate.

**Position Summary:** The Development intern will assist the Development Director in all aspects of IEC's funding strategy. This may include portions of membership, recruiting new and retaining existing members, and assisting with donor recognition, events and communications.

Specific duties may also include:

- Database management
- Crafting and executing an online giving strategy for Giving Tuesday
- Performing grant research
- Assisting with the Council's largest annual direct mail campaign
- Assist with the Council's annual conference on October 5, 2017

### **Qualifications and desirable qualities**

- At least two years of coursework towards a Bachelor's Degree in nonprofit management, environmental science, marketing or related field
- Excellent communications and writing skills
- Knowledge of current trends in charitable giving and fundraising technology a plus
- Self motivation, the ability to organize workload and work independently in a multi-project environment, and conduct oneself in a professional manner
- Commitment and enthusiasm to protect Iowa's environment.

This is an unpaid, volunteer position. Hours can range based on availability but will generally be around 16 hours per week.

Qualified candidates should send their cover letter and resume by August 30 to Judy Downs, Development Director at Iowa Environmental Council, 521 East Locust, Suite 220, Des Moines, IA 50309-1939, EMAIL [downs@iaenvironment.org](mailto:downs@iaenvironment.org)