



NATIONAL MARINE SANCTUARY FOUNDATION FUNDRAISING AND DEVELOPMENT

The National Marine Sanctuary Foundation is a national non-profit organization whose mission is to conserve treasured places in our ocean and Great Lakes for current and future generations of Americans to enjoy. The Foundation promotes citizen science, research, conservation, education and community engagement to conserve marine habitats, protect places of cultural significance, and preserve our maritime heritage. We provide vital program support and advocacy on behalf of National Marine Sanctuaries and Marine Monuments through public-private partnerships and a growing constituency of individual and organizational donors.

DEVELOPMENT INTERN

The intern's primary responsibility will be to assist the Foundation's Director of Development with ongoing programs designed to achieve the goals listed below.

Fundraising and Outreach Goals

- Plan and manage fundraising events across the country with the help of local partners
- Develop partnership, planned and annual giving programs that support the long-term goals of the Foundation and the National Marine Sanctuary System
- Support local fundraising chapters with logistical and administrative needs
- Support Policy and Conservation efforts through donor outreach

Educational Opportunities

- Learn to use research tools and analytical skills to identify and qualify prospective funders
- Develop skills related to creating written fundraising materials
- Assist in planning development strategy, including cultivation and stewardship of major donors
- Gain experience working with local chapters in their fundraising efforts
- Assist in the planning of a yearlong calendar of fundraising events

Qualifications:

- Bachelor's degree in progress preferred
- Possess solid verbal and written communication skills
- A high degree of discretion is required
- Demonstrated initiative, ability to work both independently and with others
- Attention to detail and highly organized
- Familiarity with a range of software, including Microsoft Word, Excel, PowerPoint
- Experience working with donor databases preferred
- Desire to learn more about fundraising and philanthropy



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How to Apply:

Please send cover letter, resume, 1-2 writing samples (3 pages max per sample) and 3 professional references to applicants@marinesanctuary.org with subject line 'Development Internship'. Position is open until filled.

*Internship will run September through December and is unpaid. The Foundation can offer academic credit.