

Conservation Northwest Special Events Intern (Based in Seattle)

An organization of Conservation Northwest's scope sustains itself, in part, through fundraising events. These events not only bring in funds to support our programs, but serve to cultivate members and donors, and connect individuals with the mission of the organization. Good fundraising events build goodwill, which in turns leads to greater involvement and support. There is a tremendous amount of planning that goes into putting on a successful fundraiser, especially one the size of our **annual *Hope for a Wild Future* auction, which is held in early June in Seattle**. From research, to soliciting donations over the phone, to data entry, to writing descriptions and making displays for auction items, there is a lot of detail work required to ensure a successful event "the day of."

We're looking a dedicated intern to help us with all facets of the planning and execution of this event, in an open, friendly work environment. **Most non-profit groups put on fundraising events, so working on the planning process of ours will be valuable experience for many future projects. This internship is based at our office in Seattle.**

Duties

- Procuring silent and live auction items, including coordinating mass mailings and making follow-up phone calls to prospective item donors for the silent auction
- Researching potential new item donors
- Entering procured items into Greater Giving auction software program and then grouping them into packages
- Helping catalog and manage the physical items at the office
- Assisting in the creative development of the event and associated materials
- Helping coordinate event logistics leading up to and on-site at the event
- Other duties as necessary

Timeline/Compensation

- Ideally would start in January. We'd prefer a 6-month commitment depending on applicant's goals and experience.
- 15-20 hours/week, primarily during business hours except for several nights right before the event
- Compensation: College credit and cutting edge experience; \$400 stipend per quarter

Skills Required

- Intermediate Excel and Word skills. (PowerPoint and Photoshop skills desired.)
- Coursework in or experience in business, events, and/or marketing
- Good interpersonal skills and positive attitude for interactions with potential donors
- Ability to work independently and creatively
- Strong attention to detail and a willingness to help with routine tasks

Management

- Jodi Broughton, Conservation Northwest business manager: program management
- Asa Trapp, Conservation Northwest development associate & auction manager: internship supervision

To Apply

[Complete form on intern page](#) and email to jodi@conservationnw.org, fax to Bellingham office 360-671-8429, or mail to 1208 Bay St #201, Bellingham, WA 98225