



Job Announcement: Fundraising Auction Intern

Conservation Northwest is a leader in Northwest conservation with a 30-year track record of success protecting and connecting wildlands in Washington and British Columbia and recovering our region's iconic wildlife including wolves, wolverines, fishers, lynx and grizzly bears.

Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. Our approximately 20 staffers represent over 4,000 dues-paying members in Washington, British Columbia and beyond. Our conservation community also includes over ten thousand activists, supporters and online followers.

Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace that represents the diversity of our community. Women, people of color, and LGBTQIA+ individuals are encouraged to apply.

Position Summary

Conservation Northwest's annual *Hope for a Wild Future Auction & Dinner* is our biggest fundraising event of the year. This event, taking place on April 2, 2020 on the Seattle Waterfront, brings together around 300 of the Puget Sound's biggest conservationists and philanthropists for a reception and dinner with live and silent auctions, raising over \$300k to support Conservation Northwest's extensive conservation programs.

The Auction Intern will lend their skills and enthusiasm to ensure the 2020 Auction & Dinner continues to be a successful event. As Auction Intern, you will work alongside the Auction Coordinator to procure and track auction donations, update the auction website and catalog, manage event logistics, and assist with donation processing after the event. The intern will be a leader at the Auction & Dinner through enlisting and managing volunteers, as well as assisting in implementing day-of logistics to ensure the auction runs smoothly. We also welcome your creative input on event materials and decorations, fundraising strategies, and logistics.

Whether you are interested in a career in fundraising, event planning, or conservation, you will have the opportunity to develop your professional skills, from database management to donation solicitation to day-of event management. You will also have the chance to learn about nonprofit event management, fundraising and development, as well as get a "behind-the-scenes" look at what makes conservation work possible. In addition, you will have the chance to connect with professionals in the nonprofit and environmental fields. This internship will run from October 2018 through mid-April 2020.

Qualifications

The ideal candidate will have a solid experience in organizing events and fundraising, as well as an interest in environmental conservation in the Northwest. Work or volunteer experience in a fast-paced work environment and/or nonprofits are preferred.

Web and email

conservationnw.org
facebook.com/ConservationNW
info@conservationnw.org

Seattle headquarters

1829 10th Ave W, Suite B
Seattle, WA 98119
206.675.9747
206.675.1007 (fax)



- Intermediate Excel and Word skills (basic website and/or design skills preferred)
- Coursework, volunteer or work experience in fundraising, events, and/or outreach a plus
- Open, friendly demeanor; comfortable asking businesses for donations
- Great oral and written communication and ability to make requests professionally over the phone
- Ability to work independently and creatively, especially under pressure and with hard deadlines
- Proven experience working in teams and supporting team projects
- Strong attention to detail, organizational skills, and a willingness to help with routine tasks such as database management
- Passion for Conservation Northwest's work and the environment

For more information about Conservation Northwest, please check out our website at:

www.conservationnw.org.

Hours and Compensation

Employment Type: Part-time, internship. Non-exempt.

Hours: An average of 15 hours per week. Flexibility and availability during some weekends and/or evenings will be required in March and April 2020.

Compensation: \$15.5 an hour with a pre-approved schedule.

Location: Seattle, WA

To Apply

Please send resume and a one-page cover letter detailing your interest in this position with Conservation Northwest to Matthew Brouwer, Director of Development at mbrouwer@conservationnw.org.

Applicants granted an in-person interview will be asked to provide professional references.

Position is open until filled. Priority consideration given to applications received by September 9 2019. Please no follow-up calls.

"Keeping the Northwest wild" since 1989, Conservation Northwest protects, connects, and restores wildlands and wildlife from the Washington Coast to the British Columbia Rockies.

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