



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 22, 2021 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 more than \$300k to support Conservation Northwest's extensive conservation programs.

During Conservation Northwest's 2020 Auction event, our team proved innovative by being one of the first nonprofits in the region to convert to a virtual event and, despite the year's obstacles, successfully achieved our fundraising goal. As Auction Intern, you should be flexible and willing to assist in a potential last-minute conversion from an in-person to virtual event for 2021 and have the confidence and versatility to technologically support a potentially all-virtual event.

The Auction Intern will lend their skills and enthusiasm to ensure the 2021 Auction & Dinner continues to be a successful event. As Auction Intern, you will work alongside the Special Events Coordinator to procure and track auction donations, update the auction website and catalog, manage event logistics, and assist with donation processing during and 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 nonprofit 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.

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)



This internship will start as early as October 5, 2020 and last through mid-May 2021 with hours ranging from 5-20 hours per week. Basing scheduling on the most current WA State health regulations related to COVID-19, the position will be a combination of remote and office work based in our Seattle office in Queen Anne. There is a high likelihood the position will be mostly virtual.

Preferred Qualifications

The ideal candidate will have solid experience and interest 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.

- Intermediate Microsoft Excel and Word skills (basic spreadsheet, website and/or design skills preferred)
- Coursework, volunteer or work experience in fundraising, events, and/or outreach a plus
- Open, friendly demeanor; comfortable talking to partners and donors and soliciting donations
- Strong oral and written communication and ability to make professional requests by phone and email
- Ability to work independently, solve problems creatively, and meet hard deadlines under pressure
- Proven experience working in teams, taking initiative 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
- Enthusiasm and self-awareness working with a diverse and inclusive team

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, increasing to 20 hours a week as the auction date nears. Flexibility and availability during some weekends and/or evenings will be required in March and April 2020.

Compensation: \$15.75 an hour with a pre-approved schedule.

Location: Seattle, WA. Remote work permitted as per [WA State's workplace safety response](#) during COVID-19. Intern will be expected to report to CNW's Seattle office if/when COVID-19 workplace restrictions are lifted.

Note: Conservation Northwest strictly adheres to Washington State's Coronavirus Response [workplace requirements and prevention ideas](#). While we would like to mentor and support the Auction Intern throughout the internship, pandemic circumstances will likely minimize opportunities for in-person

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meetings. The Auction Intern will receive as much support as needed, but to be successful, the ideal candidate should be a self-starter and disciplined independent worker to be successful in the event of a primarily remote internship.

To Apply

Please send resume and a one-page cover letter detailing your interest in this position with Conservation Northwest to Heather Hutchison, Special Events and Public Engagement Coordinator at hhutchison@conservationnw.org.

Applicants granted a virtual video interview will be asked to provide professional references.

Position is open until filled. Priority consideration given to applications received by September 4, 2020. 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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