

Special Event Management/Non-Profit Development Internship Position

Individuals interested in this position are asked to contact:

Kelley Van Egeren, Director of Development
Aldo Leopold Nature Center
330 Femrite Drive, Monona, WI 53716
608-216-9373 / kelley@naturenet.com

Supervisor: Kelley Van Egeren, Director of Development
Hours: 10 hours/week preferred but negotiable, Monday - Friday 8 am to 5:00 pm
Length of Service: Spring, Summer and/or Fall Semesters
Compensation: Experience, increased knowledge/skill level and reference
Transportation: Vehicle needed, the nearest bus stop is about 3/4 mile from ALNC

Responsibilities/Opportunities: To gain experience and increase your knowledge and skill level in the fields of special event management and non-profit development. Duties may include:

Special Events: Assist the Director of Development with all aspects of event concept, development and management, including brainstorming ideas, volunteer recruitment, management and acknowledgement, creating dynamic event promotional materials, securing in-kind donations and day of event participation.

Planning: Assist the Development Director in drafting development plans to support the organization's mission and strategic goals, including new fundraising and donor cultivation events.

Prospect Research: Research and discern viability of foundations, corporations and individuals for compatibility with ALNC's mission and focus.

Solicitation: Assist the Director of Development with expanding existing development programs such as membership drives, direct mail solicitations, major donor campaigns, special appeals, fundraising and donor cultivation events (Brainiac Bowl, Cocktails in the Cattails, Run Wild in the Woods, Pipers in the Prairie, etc.), proposals and sponsorships, online solicitation, etc. and creating new and innovative fundraising initiatives.

Other tasks as assigned by the Director of Development

Qualifications:

Good Microsoft Word and Excel skills
Creative team player with good people, communication and organizational skills
Results orientated, responsible, able to take initiative and exhibit resourcefulness

Aldo Leopold Nature Center (ALNC) is a private, not-for-profit educational organization dedicated to promoting the conservation ethic of Aldo Leopold through environmental education and awareness. Founded in 1994, with sites in Monona and Black Earth, ALNC provides hands-on environmental programming for school children and their families, reaching more than 45,000 people annually. In addition, ALNC sponsors Nature Net: the Environmental Learning Network, which promotes environmental education for children by organizing collaborative networks of nature centers throughout Wisconsin (www.naturenet.com). ###