Development and Special Event Internship

The Aldo Leopold Nature Center is looking for several current students and recent graduates majoring in Community and Nonprofit Leadership, the College of Agricultural and Life Sciences, or a related field of study to join our Non-Profit Development and Special Event Management internship program!

Help the Aldo Leopold Nature Center fulfill our mission, inspired by Aldo Leopold, famed Wisconsin conservationist and author of A Sand County Almanac and Land Ethic philosophy, to engage and educate current and future generations, empowering them to respect, protect, and enjoy the natural world. Our vision is to address what we believe are the two greatest inextricably connected challenges in today’s world: the health of our children and the health of the planet.

- **Supervisor:** Kelley Van Egeren, Director of Development
- **Hours:** 10-12 hours/week preferred, Monday - Friday 8 am to 5 pm
- **Length of Service:** Fall semester 2021, with opportunity to start in summer
- **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 our annual fundraising event, Pipers in the Prairie, including volunteer recruitment, management and acknowledgement, creating dynamic event promotional materials, securing in-kind donations and day-of event participation. Interns must be available for Pipers in the Prairie on Saturday, September 18th.

- **Prospect Research:** Research and discern viability of foundation, corporation, and individual donors for compatibility with ALNC’s mission and focus.

- **Grant Writing:** Assist the Director of Development with grant proposals, including researching new grant opportunities, drafting proposals, and editing grant proposals.

- **Manage Donors:** Manage ALNC’s donor database and donor interactions, including recording and acknowledging donations, assisting with annual appeals, and researching donor solicitation techniques.

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.
- COVID-19 vaccine, unless a reasonable accommodation is approved.
To Apply:
Submit a cover letter and resume to Luthien Niland, Development Associate, at luthien@aldoleopoldnaturecenter.org by Sunday, July 18, 2021.

If you have questions, please contact:
Luthien Niland, Development Associate
Aldo Leopold Nature Center
608-395-9214 / luthien@aldoleopoldnaturecenter.org (email preferred)