



## **Development Internship**

**The New Haven Land Trust:** The New Haven Land Trust is a small, non-profit organization located in New Haven, Connecticut, that strives to engage people in stewardship and cultivation of the land in order to create a healthier community and environment. We achieve this by supporting six nature preserves and over 50 community gardens within the city of New Haven and by offering educational programming about the environment to New Haven residents.

**Position Description:** The New Haven Land Trust is seeking interns to assist the Development Department in the various aspects of development and fundraising including database management, grant management, special events, and communications. The core responsibilities of the internship will be to maintain donor database with data entry of donor records, gifts, and interactions, assist with creation of and mailing of development materials, including acknowledgements, invitations, solicitations, and more, assist staff with logistics associated with special events, develop and regularly update the grants and contracts tracking database, and to conduct prospect research on individual, foundation, and corporate donors. This position will be project-based and focus on the most time sensitive needs of the department.

### **Required Skills:**

- Enthusiasm and strong interest in donor database management- knowledge of salesforce is a plus!
- Strong interpersonal skills and the ability to work with volunteers of all ages
- Willingness to spearhead new and innovative projects to aid in general donor development efforts for the organization
- Ability to self-motivate and pursue projects without significant supervision
- Interest in working in a small but dynamic team of individuals and occasionally supporting other Land Trust initiatives over the summer;

**Hours/Wages:** Our office generally operates from 9 to 5 with additional evening and weekend events over the summer. We would like the applicant to commit to working full time or close to full time for the summer. We are flexible with the applicant's scheduling however and are enthusiastic to work with the applicant to ensure the successful completion of the internship matches with the applicant's summer scheduling.

This internship is unpaid, but past interns have been able to secure funding for the internship from other sources. Please contact us if you are having trouble finding funding.

**Application Details:** Applicants should submit a resume, cover letter and two references to [alex.shaheen@newhavenlandtrust.org](mailto:alex.shaheen@newhavenlandtrust.org) and include that you are applying for the "Development Internship" in the subject line of the email. If applicants have additional questions about the internship they should contact Alex directly.