



**WOONASQUATUCKET RIVER
WATERSHED COUNCIL**

Woonasquatucket River Watershed Council Development Internship – February 2021

Position Description

The Woonasquatucket River Watershed Council (WRWC) seeks a Development Intern. The Intern will work directly with the Development Director to research and cultivate potential donors, manage the organization's donor databases, track and evaluate fundraising efforts, and organize events. This is an excellent opportunity for an organized and motivated individual to develop skills in nonprofit development work and learn about nonprofit management. This is a paid position at \$15.00/hour for approximately 10 hours of work weekly. We are looking for someone who can join us as a Development Intern through at least May 2021. Given public health conditions, this position will be primarily remote, though there will be opportunities for safely conducted in-person interaction.

About the Woonasquatucket River Watershed Council

The Woonasquatucket River Watershed Council, a non-profit organization based in Providence, Rhode Island, creates positive environmental, social and economic change by revitalizing the Woonasquatucket River and its communities. The WRWC promotes economic development through our work restoring the Woonasquatucket River and communities around it, and by enhancing, extending and bringing people to the Woonasquatucket River Greenway. The WRWC is a successful model of community revitalization that helps people discover this local American Heritage River and its natural resources, channeling life and economic development into neighborhoods. Please visit www.wrwc.org for more.

Development Intern Position Responsibilities

- Conducting prospect research on individual, foundation, and corporate donors
- Maintaining development database, including logging donations, generating and sending donor acknowledgements, and analyzing donor activity
- Supporting the creation and dissemination of WRWC's newsletters and other materials
- Supporting staff with online and in-person event logistics, including assisting with creation of invitation lists, soliciting sponsors, communicating with venue and vendors

Desired Candidate Qualities—an ideal candidate will:

- Be responsible, flexible, hard-working, and ethical
- Be curious, persistent, eager to learn, and committed to a growth mindset
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Excel, PowerPoint, and Adobe Acrobat Pro (knowledge of Salesforce is useful but not mandatory)
- Want to deepen understanding about nonprofit fundraising and management

To Apply

E-mail cover letter, resume, and writing sample to Development Director Jill Davidson at jdavidson@wrwc.org. Applications will be reviewed on a rolling basis.