



## Development Intern

The Environmental League of Massachusetts (ELM) seeks a Development Intern for summer 2020. This position is located in ELM's Boston office on Beacon Hill.

### **About ELM**

ELM is a nonprofit educational and advocacy organization committed to combating climate change and protecting our land, water, and public health. ELM is focused on environmental advocacy and strengthening the voice and effectiveness of the environmental community. By creating diverse alliances and building the power of the environmental community, we use our collective influence to ensure Massachusetts is a leader in environmental and economic sustainability.

### **Position Description**

ELM's development team leads the organization's fundraising efforts. The Development Intern is responsible for supporting the team through data management, research, and event support. This is a chance to intern for a collaborative non-profit where both your work and professional development are equally valued. The Development Intern will be paid \$15/hour or receive academic credit.

### **Responsibilities:**

- **Data Management**
  - Enter data into Salesforce and update contacts on a regular basis
  - Ensure the Salesforce database remains clean and up to date
- **Research**
  - Research potential new sources of funding for the organization
  - Conduct research and prepare profiles on foundations, other grant opportunities, corporations, and high net-worth individuals
  - Create profiles for promotion on non-profit platforms
  - Conduct research on other topics relevant to ELM's activities as necessary
- **Event Support**
  - Help to support and plan logistics for ELM's events as necessary

### **Qualifications:**

- Self-starter with the ability to work collaboratively
- Strong research and data management skills
- Detail-oriented and excellent organizational skills
- Excellent written and verbal communication abilities
- Commitment to environmental advocacy
- Interest in non-profit fundraising and development
- Knowledge of Salesforce is a plus.

### **To Apply**

Please email your resume and cover letter to Liam Garvey at [jobs@environmentalleague.org](mailto:jobs@environmentalleague.org) with the subject line "Development Intern."