



Development Internship

As the Development Intern, you will be at the center of supporting WEA's major donor efforts and campaigns. As an integral part of our team during our primary fundraising season, you'll take leadership on planning and implementing our key fall donor events and will assist in coordinating our year-end fundraising and engagement campaign, helping us to cultivate an active community of donors to deepen our impact.

Who We Are:

WEA equips women with the skills and tools they need to protect our earth and strengthen communities from the inside out. We work with local leaders who build up other leaders. Our partners are saving indigenous seeds, planting native trees, selling solar cookers, launching sustainable farms, providing safe water, building composting toilets, protecting land rights, and preserving traditional knowledge in some of the most threatened places on earth.

The Internship:

- ❖ You'll work with the WEA team to design and implement 2-3 key donor events, sending invitations and processing RSVP's, securing and liaising with event venues and vendors, outreaching to and coordinating with Promotional Partners, Business Partners, Host Committees and Volunteers, and assisting with all creative design elements, publicizing and staging for events.
- ❖ You'll attend WEA events, acting as a point of contact for vendors, attendees and the WEA team, managing volunteers and registration, offering logistical support, and (of course) sharing your passion and excitement for the work our partners do with the world.
- ❖ You'll support the development, execution and follow-up for WEA's Year-End Fundraising Campaign, working with the Communications team to craft an effective plan for outreach that's engaging and results in donor action, and coordinating an efficient year-end process for thanking our donors and their families who make this work possible.
- ❖ You'll help to manage WEA's supporter relationships, including: ensuring our donor stewardship outreach is consistent and impactful, and maintaining and improving our donor and foundation tracking systems and database.

Who You Are:

You love planning a good party.

In your friend group, you're probably the one that's most likely to host a themed party, or to organize a community fundraiser, or to plan the itinerary for the roadtrip. You love bringing people together and creating an inspiring experience for them to share. You have a talent for crossing all the T's and dotting all the I's, and going the extra mile to ensure an event goes off without a hitch is second nature.

Your attention to detail is out of this world.

You're a stickler for details, and you're not sorry about it. You have a meticulous and thorough nature when it comes to your work, and you're not afraid to double-check things to ensure our accuracy and integrity.

You're independent and love to take initiative.

You love working as part of a team, but you're also just as equally comfortable (and happy) taking a project and owning it. You're extremely capable and self-motivated, but you're self-aware enough to ask those important clarifying questions and receive constructive feedback. You understand that every task is a learning opportunity, and you learn best by trying.

You're not too shy to ask for something awesome.

You love crafting a pitch, and you're not afraid to reach out and ask vendors, businesses, brands and content creators for opportunities to partner and collaborate because you trust your enthusiasm, clear communication, and this powerful work to speak for itself.

You're super comfortable with computers and all the usual programs.

You have a strong familiarity with Excel, Word, using Google Docs and Spreadsheets, Gmail, and you're an internet research pro. You may even have some familiarity with Salesforce and Photoshop. When you're unfamiliar with a program, your first inclination is to learn it. When the usual software is unavailable, your first inclination is to find an alternative that suits your/our needs.

You're a multi-tasking, deadline-driven aficionado.

You thrive in an environment where one week could bring about new projects every day, and the next week could see you dedicated to one specific project 24/7. Shifting priorities is a piece of cake for you, and you're able to keep deadlines in mind when moving from one task to the next.

You have impeccable written and verbal communication skills.

You're a skilled writer and enjoy developing engaging messaging. Your grammar is top-notch, and you can clearly and respectfully articulate your questions, needs and thoughts. You have a deep willingness to grow your cultural competency skills to ensure positive interactions with our diverse community.

You believe that there's no task too big or too small.

You understand at a core level that every task serves a bigger purpose: supporting our team to support our partners to support the earth. So, addressing envelopes? No problem. Updating contacts in Salesforce? On it. Helping to coordinate an event from start to finish to raise awareness about these critical issues? Absolutely.

You have a fierce commitment to supporting the women who support the earth.

You and WEA? You're soul sisters + brothers. Your visions align and your missions uplift one another. You may not have an extensive background (yet) on the issues grassroots women environmental leaders face, but this is your passion work, your calling. You're ready to roll up your sleeves and jump right in.

Commitment:

This internship is available immediately and lasts, at minimum, through January 2020 – though we love it when awesome people want to stay and be awesome for longer, so let us know if you're available for a longer opportunity.

The Development Intern must be able to join us in our Berkeley, CA office 16-20 hours a week, between Tues-Thurs. Some remote hours may be available on Mondays and Fridays, but most internship hours must be between Tues-Thurs.

The ideal candidate will have their own transportation and be open to occasionally driving to event sites, or vendor locations in and around the Bay Area.

Compensation:

This is an unpaid internship, but is a unique opportunity to learn and grow with a small women-led organization with a large, global impact. We are happy to work with interns hoping to receive academic credit for their time with us, though you do not have to be a student to apply.

To Apply:

To apply, please submit your resume, and a cover letter detailing your relevant skills, passion and interest to info@womensearthalliance.org. Be sure to include the name of the internship you are applying for, as well as your availability.

WEA welcomes interns from diverse gender, sexual orientation, educational, socio-economic, racial and cultural backgrounds.