

Corporate Sponsorship/Fundraising Internship

Position: Unpaid Corporate Sponsorship/Fundraising Internship at the Oregon League of Conservation Voters, approximately 15 hours/week

Location: Downtown Portland

Start date: September 13, 2010 or soon thereafter

Last Day to Apply: September 3, 2010

End date: Flexible—3 to 5 months (We are happy to consider longer time commitments)

About OLCV

The Oregon League of Conservation Voters is a grassroots organization that serves as the political arm of Oregon's environmental community. We work in the Legislature to pass pro-environment laws, work in elections endorsing and supporting pro-environment candidates, and create environmental scorecards that educate voters about how their elected officials vote.

OLCV was named one of the top 100 nonprofits in Oregon to work for in 2010. Our staff of nine (plus one in Eugene) works in a professional but appropriately casual work environment in downtown Portland. We work hard but know how to laugh.

OLCV works with colleges and universities to offer students the ability to earn college credit while working as an intern. Check with your school to see if you are eligible.

About the Internship

The Corporate Sponsorship/Fundraising internship is a part-time 15 hour/week position. We are looking for someone who can dive into this project and commit 3 to 5 months of time beginning September 13, 2010. (We are happy to consider longer time commitments) The successful applicant has great organization skills, is a self-starter, and is enthusiastic about fundraising and OLCV's mission. Research skills and data entry experience a plus.

The position is unpaid, but would provide **multiple benefits for the selected candidate**, including learning corporate sponsorship fundraising best practices and techniques, networking in Oregon's environmental political arena, opportunities interacting with sponsors, experience coordinating special events and help turning the skills at OLCV into resume bullet points.

Interns will also gain valuable experience working with seasoned fundraising staff on corporate sponsorships and major donor fundraising. The OLCV Development Intern will support the development department staff and report to the Deputy Development Director. There are two main areas of responsibility:

Corporate Sponsorship

The Development Intern will work with the Deputy Development Director and fundraising department to identify and implement aggressive strategies to increase corporate sponsorship funding for our Spring Annual Event and Fall Membership Event, especially the

former. The intern will assist with preparing address lists, conducting research on potential sponsors, data entry, and assembling and mailing corporate sponsorship packages. OLCV encourages the use of creative research skills to discover new corporate prospects. Last year's event sponsors included The Portland Trail Blazers, Intel and SolarWorld.

Major Donor

The Development Intern will support OLCV's growing major donor program by conducting research on current and prospective donors, assisting with the production of donor correspondence and making updates to our donor database as requested, among other duties.

How to Apply

Please email a brief cover letter and current resume to Scott@OLCV.org by Friday, September 3rd.