

Development Intern Job Description: Spring 2025

Urban Green Council, a non-profit organization working to decarbonize buildings for healthy and resilient communities, is looking for a highly motivated and enthusiastic individual with an interest in nonprofit fundraising and event planning.

The Development intern will support all facets of donor outreach and tracking, event planning and logistics for Urban Green's membership events, prospect research, and Salesforce database entry.

Major Responsibilities:

This position will be largely remote, but will require attendance at our Spring Member Reception (date TBD).

- Support event planning and logistics for 2025 Urban Green Spring Member Reception.
- Assist with prospect research to identify potential donors and grants, and prepare donor profiles to assess cultivation capacity.
- Work on donor tracking and development database management in Salesforce.
- Prepare invoices and acknowledgments for new and renewing donors.
- Create and update outreach materials for prospective donors.
- Additional projects and administrative responsibilities as needed.

Required Qualifications/Skills

- Interest in a nonprofit fundraising career as well as green building and environmental issues
- Ability to work under tight deadlines and execute last-minute changes
- Currently enrolled in a degree program (graduate or undergraduate entering senior year)
- Strong research and writing skills
- Experience with Google Sheets, Microsoft Outlook, Word, Excel, and Salesforce
- Strong customer service skills
- Flexible and adaptable approach to shifting priorities
- Ability to work well both independently and as a member of a team
- Ability to work on multiple projects
- Motivated to learn and develop new skills

Additional Skills (optional)

- Event planning experience
- Donor or customer support experience
- Nonprofit volunteer work
- Data entry
- Pursuing or completing a bachelor's or master's degree related to nonprofit administration

Compensation

Spring interns are expected to work 15-18 hours per week for 15 weeks and are paid \$16/hour. The internship term will run from January 27 through May 5. All Urban Green interns are extended complimentary invitations to Urban Green educational programs and events. They will also receive a one-year Urban Green membership upon completion of their internship.

Diversity, Equity and Inclusion Statement

We believe the path to decarbonizing buildings and creating healthy and resilient communities includes a diverse team of people with different backgrounds, experiences, and perspectives. At Urban Green Council we are committed to championing diversity, equity and inclusion across all areas of our organization, including our recruitment and hiring practices. We encourage you to apply if you are excited about this position and can see yourself in this role, even if your experience doesn't align perfectly with every qualification listed.

Urban Green Council is proud to be an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.

If you need a reasonable accommodation during the application or interview process, please email jobs@urbangreencouncil.org.

Organizational Values

- **Excellence:** We strive for innovative high-quality programs and ideas.
- **Inclusion:** The diverse voices and backgrounds of our employees, board of directors, members, and partners make us stronger.
- **Collaboration:** We believe consensus delivers better solutions and teamwork is essential to our success.
- **Engagement:** We promote a culture of performance, participation, and curiosity.

How to apply

Interested candidates can apply at [this link](#). Please reach out to jobs@urbangreencouncil.org if you have any trouble viewing or submitting the application.