



## Nonprofit Fundraising Internship: Fall 2018

Organization:	Mississippi Valley Conservancy
Job Type:	Internship
Job Major:	Marketing, Communications, Nonprofit Management
Number of positions available:	1
Salary:	unpaid
Start date:	early September 2018
End date:	early December 2018

### **Position Description:**

This assignment gives the intern an opportunity to work on the planning, promotion, implementation, and evaluation of a major fundraising event for the Southwest Wisconsin's leading conservation organization. The event, scheduled for the evening of November 2, 2018, will be the highlight of the Conservancy's fundraising event calendar for 2018. Our 2017 intern in this position helped us to raise more than \$60,000.

The Conservancy's ideal intern candidate will be available to stay on through the event date and event summary process to gain an understanding of event ROI and have the experience and satisfaction of working through all phases of the project.

This position may require some evening and weekend work. The position is part-time, unpaid, flexible timeframe (5-15 hrs/week) and is based in La Crosse, WI.

### **With the guidance of the Conservancy's development team, the intern's responsibilities will include:**

- Attend and contribute ideas to event planning meetings
- Assist with marketing materials, social media and outreach for events
- Assist with development and production of sponsor, volunteer, and participant materials
- Work with staff and volunteers on event day to insure the event's success
- Take photos at events for MVC to use on FB, Twitter, LinkedIn, etc.
- Assist with procuring supplies for events
- Assist with sponsorship and registration tracking
- Other duties as assigned

### **Skills and Specifications:**

- Has or is working towards a Bachelor's degree in marketing, event planning, marketing, communications, nonprofit management, or related field
- Previous experience in planning events
- Experience creating marketing materials such as flyers and invitations is a plus
- Familiarity with Microsoft Office Suite
- Adobe Creative Suite a plus
- Experience with social media and email platforms a plus

- Excellent organizational skills
- Creative and detailed-oriented
- Great listening and communication skills and outgoing personality
- Ability to work independently and as part of a team

**How to Apply:**

Submit a cover letter and resume by email to [info@mississippivalleyconservancy.org](mailto:info@mississippivalleyconservancy.org) or mail to address below. We hire a variety of interns throughout the year.

**For more information contact:**

Mississippi Valley Conservancy  
PO Box 2611, 1309 Norplex Drive, Suite 9  
La Crosse, WI 54602

Telephone: (608-784-3606) ext. 8

[info@mississippivalleyconservancy.org](mailto:info@mississippivalleyconservancy.org)



**ABOUT MISSISSIPPI VALLEY CONSERVANCY**

Founded in 1997, Mississippi Valley Conservancy is a nationally accredited nonprofit land trust that has permanently protected more than 20,000 acres of wildlife habitat and farmland in Wisconsin's Driftless Area. Working with private landowners, businesses and local communities, we conserve the bluffs, forests, prairies, wetlands, streams and farmlands that enrich our communities, for the health and well-being of current and future generations. For more information about the Conservancy, visit [www.mississippivalleyconservancy.org](http://www.mississippivalleyconservancy.org)