



## Nonprofit Fundraising Internship: Spring 2019

Organization:	Mississippi Valley Conservancy
Job Type:	Internship
Job Major:	Marketing, Communications, Nonprofit Management
Number of positions available:	1
Salary:	unpaid
Start date:	mid-January 2019
End date:	mid-May 2019

### **Position Description:**

This assignment gives the intern an opportunity to work on the planning, promotion, implementation, and evaluation of a variety of fundraising and development activities, including direct mail and email campaigns, special events, and grant work for Mississippi Valley Conservancy, southwest Wisconsin's leading conservation organization.

The intern will work with the Communications Director and learn about strategies for recruitment, engagement, and retention of members in a non-profit organization.

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, sports management, or related field
- Previous experience in planning events
- Experience creating marketing materials such as flyers and invitations is a plus
- Solid grasp of Microsoft Office Suite – especially Excel, Word, and PowerPoint
- Experience with social media and email platforms a plus
- Experience with Adobe Creative Suite 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)