



## DEVELOPMENT INTERN

Posting: March 7, 2011

**If you are looking for a great way to gain practical career experience in fundraising and special event management and, at the same time, contribute to a great cause; please consider an internship with The Esplanade Association.**

The Esplanade Association's (TEA) mission is to restore and enhance the Charles River Esplanade, a state park managed by the Department of Conservation and Recreation (DCR). TEA's core services – advocacy, programs and projects – are aimed at enriching the park visitor's experience. TEA's office is located in Beacon Hill, steps away from the State House and walking distance from several MBTA stations. Staff works in a relaxed, friendly atmosphere with an active and engaged Board of Directors.

**GENERAL INTERNSHIP DESCRIPTION:** The Development Intern will assist with efforts to raise necessary funds for TEA and the Esplanade, working closely with membership cultivation, special events, and project campaigns. The Development intern might work on projects independently, work with a team of staff and volunteers, or work under the direction of a staff member depending on current needs of the organization.

**LOCATION:** 10 Derne Street, Boston, MA on Beacon Hill across from the State House.

**COMPENSATION:** Weekly transportation stipend, school credit available

**LENGTH OF INTERNSHIP & HOURS:** Length of internship is flexible, minimum of 8 hours /week.

### GENERAL DUTIES:

- Assist communication related to membership, solicitation of and follow-up with new members, membership renewals and membership campaigns.
- Manage and update contacts and fundraising database
- Assume supporting role for TEA special events and promotions, including TEA Council (young professionals group) activities
- Assist with fundraising efforts
- Assist with other administrative duties as assigned

### QUALIFICATIONS:

- Familiarity with event planning and communication
- Computer-savvy, proficiency in Word and Excel. HTML knowledge not required, but a plus
- Ability to organize and manage multiple tasks and meet deadlines
- Proficiency in word processing, email and internet research
- Good writing skills
- Good verbal communication and ability to communicate in an effective, courteous and professional manner with a diverse population including staff, members, and general public
- Ability to work as a member of a small team, and to take direction when required

**CONTACT:** Please send resume and cover letter to Megan Sampson at [msampson@esplanadeassociation.org](mailto:msampson@esplanadeassociation.org). For more information, please visit us at [www.esplanadeassociation.org](http://www.esplanadeassociation.org).