



Development and Communications Intern

Riveredge is more than a nature center. Its legacy as a pioneer in the areas of land restoration, research, and inquiry based education throughout Wisconsin serves as a strong foundation to its future initiatives. Today, Riveredge is reimagining the role of the nature center by empowering and supporting communities to live in harmony with their natural environment in a way that encourages exploration, adventure, and fun.

Riveredge has a 53+ year history as a leader in environmental education in the state of Wisconsin. The Center provides science-based, inquiry-oriented, outdoor experiences to over 40,000 learners of all ages each year. Riveredge is working to become the leading destination in the Midwest for learning, discovering, and experiencing the interconnections between nature and society. We are doing this through creating partnerships which transform the culture of our formal education systems, communities, and lifestyles. This is an exciting time in the history of Riveredge as we work to pioneer strategies to redefine the role of nature centers in today's society while honoring the legacy of Riveredge's history.

Pay rate: \$12.50/hr

Office requirements: on site and remote arrangements available; flexible

Position Purpose

This position supports fundraising, membership, grant writing/research, event planning and communication initiatives at Riveredge Nature Center and works as a part of the team of staff and volunteers in ways that aid the growth and success of the organization.

Primary Duties

Development

- Develop a comprehensive mailing list of donation prospects that can be utilized for auctions, giveaways, swag bags at various Riveredge fundraising events.
 - Conduct donor research, compile up-to-date mailing lists, draft donation letter, merge letter and execute mailing.
 - Develop a tracking system for all donations and declines
- Support logistical management of upcoming events
 - Take on specific logistical event tasks from start to finish
 - Attend events (as available) and see logistical planning through
- Lead volunteer solicitation and training for upcoming fundraising events
- Conduct grant research using a number of available resources to identify foundations likely to support Riveredge Nature Center
 - Develop comprehensive mailing list for 2022
- Support membership data entry and follow with mailing with membership materials
- Learn about new CRM (constituent relationship management) system Riveredge is implementing in 2021 and aid in transition from previous system
- Support year-end annual appeal mailing
 - Aid in donor stewardship and thank you letters

Learning Goals:

- development of critical thinking -- during grant research, you will need to cast a wide net to understand all opportunities in the market, but use critical thinking skills that will lead to a prioritized list to write grant applications for. Further, use skills to reach out to internal staff to gather information for the grant.
- development of effective communication skills - on a daily basis, determine the best ways to communicate with supervisor and peers in order to keep projects moving forward and gain buy-in on specific parts of projects. May use Google sheets to bring people together, brief huddle meetings, or longer working meetings.

Other Opportunities:

- Attend networking events and donor meetings/visits as appropriate.
- Participate in programs, events, and staff meetings of the Education and Research & Conservation teams as necessary to fully understand the programs and initiatives at Riveredge.
- Assist in staffing the Visitor Center (if desired)