



## **Fundraising and Special Events Internship**

Sustainable Long Island has an exciting learning opportunity available for a Fundraising and Special Events Intern. This is an opportunity to work within a non-profit organization and gain firsthand, knowledge on the organization and operations required to successfully run fundraising events and donor appeals. The ideal candidate will be a pro-active, high-energy individual who is detail-oriented and has strong inter-personal and communication skills. This role will have a high level of written, phone and face-to-face interactions and requires both a well spoken individual as well as someone with strong writing skills. The Fundraising and Special Events Intern's responsibilities will include supporting the Development Department in preparation for Sustainable Long Island's Fall Breakfast Series and the organizations summer donor appeal. The Fundraising and Special Events Intern will report to the Director of Development. This internship will begin immediately and will continue through August 2009.

### **Qualifications**

- Microsoft Office skills are required, often using mail merge function and Excel. Database experience a plus.
- Must be pro-active, self-directed, detail-oriented and organized.
- Must possess strong inter-personal skills and excellent phone skills.
- Must possess capacity to work independently and collaboratively as part of a team.
- Excellent verbal and written skills

### **How to Apply**

Interested candidates should send a resume and cover letter describing your specific qualifications and interest in the position to [stuttle@sustainableli.org](mailto:stuttle@sustainableli.org). Please be sure to include Fundraising and Special Events Intern in the subject line.