



## INTERN OPPORTUNITY DEVELOPMENT DEPARTMENT

Heal the Bay is a nonprofit environmental organization dedicated to making Southern California coastal waters and watersheds, including the Santa Monica Bay, safe, healthy and clean. We use research, education, community action and advocacy to pursue our mission.

The Development Department at Heal the Bay is responsible for developing and maintaining financial support of the organization and its programs via direct mail, special fundraising events, grant-writing, major gifts and corporate philanthropy activities.

The Development intern will support the Development Department. Intern activities may include working with current staff with:

- Assisting with Special Events including the Bring Back the Beach Dinner
- Researching corporate giving programs
- Researching public and private foundations
- Tracking retail inventory
- Assisting with mailings
- Filing, organizing, labeling
- Assessing database needs and helping with data entry

This is an excellent opportunity for someone who is interested in fundraising and relationship-building via donor and corporate communications and special event planning.

### **Qualifications:**

- Attention to detail and good multi-tasking skills
- Ability to meet deadlines
- Excellent speaking and writing skills
- Ability to work independently and with a team
- Computer literacy, including MS Word and Excel (knowledge of Access a plus)
- Interest in Heal the Bay mission

### **Compensation: Un-paid**

This is at a non-profit organization.

School credit available at participating schools/colleges

### **Please phone or fax/mail resume to:**

Saira Gandhi  
Volunteer/Internship Coordinator  
Heal the Bay  
1444 9th Street  
Santa Monica, CA 90401

Phone: (310) 451-1500, ext. 145  
Fax: (310) 496-1902  
[www.healthebay.org/internships](http://www.healthebay.org/internships)