



## 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 currently focus on supporting the annual fundraising event, with emphasis on Salesforce entry. Additional projects will include:

- Researching corporate giving programs
- Researching public and private foundations
- Contacting potential supporters regarding donor opportunities
- Assisting with contracts and document creation
- Assisting with mailings
- Filing, organizing, labeling

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:**

- Experience with Salesforce highly desirable
- 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
- 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:

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Development Manager  
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[healthebay.org/internships](http://healthebay.org/internships)