



NATURAL AREAS CONSERVANCY

Development and Communications Intern

ORGANIZATIONAL OVERVIEW

The Natural Areas Conservancy (NAC) is devoted to restoring, managing, and conserving New York City's 20,000 acres of natural areas for all New Yorkers. Our team of scientific researchers and experts preserve and promote ecological diversity and resilience across the five boroughs. A non-profit organization, the NAC participates in a public-private partnership with the NYC Department of Parks & Recreation (NYC Parks) to enable high quality, long-term conservation and management of the City's forests and wetlands. A key part of our focus is increasing awareness of and opportunities for the general public to experience and appreciate NYC's abundant nature and diverse ecology.

POSITION OVERVIEW

The Development and Communications Intern is a part-time position that will support the NAC's fundraising and communications efforts. The intern will participate in the following activities and work with seasoned professionals on the fundraising team.

MAJOR RESPONSIBILITIES

- Conduct prospect research on private and family foundations.
- Develop analysis and summaries for top prospects.
- Assist with direct mail appeal.
- Help generate donor acknowledgment letters.
- Help plan and execute fundraising events.
- Draft materials for fundraising appeals (email and social media).
- Assist with administrative and development tasks as needed.

PREFERRED SKILLS/QUALIFICATIONS

- Bachelors' degree preferred, preferably in journalism, communications, or marketing.
- Exceptional written and oral communications skills.
- Working knowledge of MS Office Suite required.
- Familiarity with donor databases, such as Bloomerang and Raiser's Edge NXT, preferred.
- Strong organizational and quantitative skills, and excellent attention to detail.
- Team orientation; absolute integrity; energetic and energized by working as part of an enthusiastic team of professionals.
- Interest in volunteerism, environmental programs, and public parks.

To apply, please submit a cover letter and resume to: jobs@naturalareasnyc.org. Include "Development and Communications Intern" in the subject line of the email.