Hoosier Environmental Council
Development Internship (October 2021, for January through May 2022)

About HEC
The Hoosier Environmental Council (hecweb.org) is Indiana’s leading educator and advocate for the environment, working to improve health, foster climate solutions, and protect land & water.

Scope of the Internship
- Maintain a small portfolio of grassroots supporters. Intern would be responsible for interacting with supporters via phone, email, and letters as well as logging those communications in our donor database.
- Learn about development outreach via mailings (mass mailings and targeted campaigns) by experiencing their processes including mailing preparation like proofreading documents, addressing envelopes, recording personalized comments into HEC’s donor database, and assisting in updating donor contact information (i.e., mailing addresses).
- Help plan and execute HEC’s Earth Month 2022 and end-of-fiscal year fundraising and outreach campaigns including possible online and in-person tabling, social media, and donor stewardship.
- Participate in donor prospecting opportunities and other public events to include tabling upon request, online events, and recording information into HEC’s donor database regarding in-person/virtual donor prospecting done by other HEC staff.
- At the guidance of your supervisor, aid HEC in the creation of fundraising strategy posts to select social media channels. Learn and help to implement text-to-donate campaigns including related donor stewardship and database updates.
- Perform other tasks as agreed to with your supervisor(s).

Necessary Skills
- Knowledge of social media platforms, experience using for fundraising a plus
- Detail oriented and organized
- Strong grammar
- Working knowledge of Microsoft Office Suite 365 and data entry
- Willingness to solicit individuals for monetary donations
- Excellent cursive writing (sample required) and ability to decipher handwriting
- Good typing skills
- Comfortable with routine tasks

Expectations
- Work relatively independently, with supervisory guidance through scheduled calls and virtual meetings. Internship will likely be a hybrid in-person (Indianapolis)/virtual experience pending pandemic conditions and HEC’s internal review process for in-person versus virtual work, 15 hours per week.
- Conduct oneself with the highest standards of professionalism with HEC staff, board,
volunteers, and audiences that HEC engages with.

- Honor all donor communications as confidential and all internal HEC documents as same.
- Understand that all research work done in conjunction with HEC staff would be integrated as HEC material.

**The Opportunity**

- Have a strong job reference for future job opportunities
- Obtain first-hand understanding of how fundraising at a statewide environmental policy organization works
- Participation in occasional HEC sponsored events
- Access to key networking opportunities and contacts
- Will receive an HEC email address and an honorarium (increases for Master’s and Doctoral students whose degree program is in fundraising)

**To Apply**

- Send an email (with a brief cover letter describing your motivation and experience), along with your resume, transcript. Please also send a jpeg or png sample of your cursive handwriting using your name and mailing address. Send all items to development@hecweb.org, subject header: “HEC Spring 2022 Development Internship” or use our online application form.
- This position is open until filled.