

**PHILANTHROPY ASSISANT INTERNSHIP (Stipend)**

CMBG Mission: Coastal Maine Botanical Gardens is committed to the protection, preservation and enhancement of the botanical heritage of coastal Maine for people of all ages through horticulture, education, and research.

Internship Mission: Prepare college students to enter the field of non-profit fundraising and management by providing an opportunity to work behind the scenes in one of the most successful non-profit philanthropy offices in Maine. This internship an opportunity to learn about fundraising methods and donor interactions while providing support for a variety of special projects in the department.

**Academic/Experiential-Learning Nexus**:

Marketing; Communications; Business Management; Human Resources Management.

**Position Summary**:

The Philanthropy Assistant Internship offers hands-on experience in all facets of running a philanthropy office including:

* Assist the design, creation, implementation and analysis of various fundraising initiatives
* Assist the Philanthropy team in daily operations, as well as work on projects to increase office efficiency and donor engagement
* Researching a particular topic or focus area of the department
* Supporting social media and promotion efforts
* Assist in the planning and implementation of events

**Qualifications**:

The successful candidate shall have: an interest in fundraising for non-profit organizations; proven customer service skills, be knowledgeable in Microsoft Office, specifically in Excel, data entry experience is a plus, strong verbal and written communication skills, be well-organized, dependable, and responsible, be able to multitask and pay attention to detail and have an interest in learning more about the Coastal Maine Botanical Gardens environment.

**Schedule**:

24 - 30 hours per week are negotiable though we prefer interns who can be available for the majority of a 9am-5pm on three-four business days. Occasional evening and weekend scheduling required.

**Send Resume and Cover letter to**:

Employment@mainegardens.org

Coastal Maine Botanical Gardens

Attn: Human Resources

P.O. Box 234

Boothbay, Maine 04537