



Philanthropy Assistant Internship

CMBG Mission: The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants and nature 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, and proven customer service skills. Must be knowledgeable in Microsoft Office - specifically in Excel, with data entry experience is a plus. Must have 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. The successful candidate is responsible for his/her own transportation to and from the workplace. Assistance finding housing is available.

To Apply: Qualified candidates should submit a cover letter describing their interest in the position, a resume, and a list of references to: Jen McKane, Director of Philanthropy, at jmckane@mainegardens.org

Application Deadline: March 1, 2019