

Join the Campaign to Save the Boundary Waters team.

Position: Campaign to Save the Boundary Waters Internship - Fundraising Information Management

Location: Minneapolis, Duluth or Ely, Minnesota

Dates: Applications due by March 1, internship timing flexible

Supervised By: While direct supervision will change based on the task, the two primary supervisors will be Nicole Kari, Administrative Coordinator, and Ingrid Lyons, Development Manager.

Background: The Campaign to Save The Boundary Waters was organized by local residents in and around Ely, Minnesota who are dedicated to creating a national movement to protect the clean water, clean air and forest landscape of the Boundary Waters Canoe Area Wilderness and its watershed from toxic pollution from proposed sulfide-ore copper mining. The Campaign partners with dozens of local and national conservation organizations and businesses and is led by Northeastern Minnesotans for Wilderness.

Activities and Tasks: The Campaign is growing rapidly and we strive to be as strategic as possible in all our efforts. Tasks may evolve throughout the duration of the internship based on Campaign needs, and the skills and interests of the intern(s). Intern(s) will work closely with members of the Campaign:

- We are seeking a skilled intern to work in the area of donor information management, specifically as it pertains to Fundraising and Administration.
- Work with the Administrative Coordinator to maintain and update our large supporter database by removing duplicate contacts and entering new data from events and donations.
- Assist with donor relations through data segmentation, reporting, and outreach
- Increase institutional knowledge of data program, EveryAction, through attending webinars and trainings

Desired Skills or Qualities:

- Leadership experience, strong academic performance, problem-solving ability, excellent written and verbal skills, work-ethic, eagerness to learn, positive attitude.
- College degree, or status as enrolled student or relevant experience in environmental issues, community organizing or outdoor recreation.
- Ability to manage multiple responsibilities in a fast-paced and changing environment.
- High level of comfort with computers, specifically excel, word, EveryAction (if applicable)
- Dedication to our goals and efforts, willingness to work hard.

Position Requirements:

- Flexible hours (quarter time to full time internships may be available).
- Training will be provided if necessary.

Benefits:

- Work on a rapidly-growing, historic, and national effort to protect the BWCA
- Work alongside seasoned organizers, add to your own skills and experience
- Make connections in the conservation community and with decision makers
- Work stipend may be available
- If applicable, we will work with you to arrange college credit for the internship.

Please send a resume and cover letter, including your location and dates of availability for the internship, to info@savetheboundarywaters.org.