



## Development Internship Position Description

### Job Title: Development Intern

**Work Location:** This position is at the Carolina Raptor located at 6000 Sample Rd, Huntersville, NC 28078. This position requires reliable transportation to commute.

**Purpose of Position:** The purpose of our Development Intern is to assist with development efforts and to learn about the importance of fundraising at non-profits. This intern works closely with assisting the Development Manager and External Relations team in administrative tasks. Interns will also learn best practices and techniques for sharing information with guests on raptors and conservation messaging to connect visitors to the natural world. **Please note that this internship does not work directly with live animals.**

### Responsibilities and Duties:

- Assisting the Development Manager and External Relations team in administrative tasks
- Responding to donor emails and inquiries
- Assisting with the organization of our CRM database and memberships
- Assisting the Development Manager with researching potential donors, sponsors, or grant opportunities
- Learning how non-profits utilize fundraising strategies and donor stewardship
- Assisting in the planning and implementation of campus tours for donors
- Interns also regularly attend labs and classes taught on Thursday afternoons such as bird handling, bird behavior, necropsy, parasitology, etc.

### Qualifications:

This position best suits individuals with the following:

- At least 18 years old
- Ability to lift at least 20 pounds
- Interest in non-profit administration, fundraising, wildlife conservation and environmental education
- Can work self-guided and with others
- Ability to work with people from all backgrounds
- Comfortable working in a fast-paced environment
- Must be able to positively interact and engage with members of the public
- Ability to follow instructions, both written and verbal
- Willingness to speak up and ask questions

**Commitment Expectations:** This is an unpaid position. Interns are required to work at least 3 days per week. Start and end dates are flexible. Interns are expected to have a consistent schedule.



**Physical Demands:** While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is frequently required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus. Work in this position will also include sitting, walking, bending, and standing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:** All interns need to have the ability to work around sick and injured birds, potentially hazardous materials, cleaning chemicals, gas anesthetics, zoonotic diseases, and unpleasant odors. If you are immunocompromised or pregnant/planning to become pregnant, you should obtain medical clearance from your physician before becoming an intern with us.

**Other Requirements:** You will need to pass a background check before starting, provided through Priority Background Information Solutions.

