Title: Environmental Philanthropy Intern  
Supervisor: Jill Clark, Philanthropy Director, jill@whatcomlandtrust.org, (360) 746-3423 and  
Location: Our office is located downtown at 412 North Commercial Street, Bellingham.  
Stipend: Quarterly, amount TBD  
Timeframe: Academic quarter  
Application: Please email cover letter, writing sample, and resume to jill@whatcomlandtrust.org  
Position open until filled, but preference given to students who apply before December 1, 2019.

Summary of Position  
Whatcom Land Trust is local, nationally-accredited nonprofit land conservation organization whose mission is to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interest in land, promoting land stewardship and engaging our community. We are seeking an intern to help share our story as a philanthropy intern who will help research, write and contribute to grants and fundraising appeals, help to plan donor cultivation and fundraising events and activities, promote our business partner supporter program, assist with soliciting sponsorships and advance communication for our May 2019 spring benefit in May 2019, assist with donor relations and communications, and be an integral team member in implementing Whatcom Land Trust’s strategic communications.

Duties:  
• Work with philanthropy staff to research, write and contribute to a private grant applications and supporting materials  
• Research and help the Land Trust migrate to Salesforce database and CRM system  
• Help to project manage fundraising appeals, including donor recognition and thank yous  
• Work with spring benefit event coordinator and planning committee to coordinate communications and social media with Communications & Outreach staff to promote May 18, 2019 spring benefit, including researching and soliciting sponsors and auction items, liaison with event venue and catering staff, guest services and all aspects of event management from planning to day-of tasks, to evaluation  
• Learn about philanthropy best practices, strategies and actions to grow and retain generous and engaged donors in Whatcom Land Trust  
• Seek additional ways to share Whatcom Land Trust’s good news to help raise the public profile of Whatcom Land Trust via philanthropy actions and donor engagement

Requirements:  
• Passion for connecting people with local land conservation  
• Organized, resourceful, self-starter  
• Good at working with a team, receiving input and acting on it  
• Good communicator and writer  
• Reliable and deadline-oriented  
• Past experience with conservation, technical writing, organizing events, and outreach preferred  
• Familiarity with Wordpress and Mailchimp newsletter platform, plus interested in learning more about donor database management using Salesforce and other platforms  

Training and Support Provided:
The philanthropy intern will work closely with an experienced philanthropy and outreach team to hone skills, build a portfolio, and network with volunteers, partners and donors involved in Whatcom Land Trust’s projects, events and initiatives. The successful candidate will be given access to people and resources to successfully carry out duties. You will not have to make decisions without support and input. We will work together to set objectives, strategies and deadlines, and you will carry out the work independently (with supervision) with weekly progress check-ins.

How the volunteer intern will benefit from this position
It will be a rewarding and interesting experience, working with great people and supporting an important local environmental organization whose work is science-based, rooted in the land, water and species of our home, and addressing important issues like salmon habitat restoration, preserving agricultural lands, and working with partners to find solutions to address local water resources, biodiversity and a changing climate. This internship is a chance to hone your skills, add experience in philanthropy, outreach and events, and build a network of professionals in the field of land conservation, stewardship and community engagement. Plus, we expect you will make new friends.

How position benefits Whatcom Land Trust
Taking care of our 800+ donors is the most important work we do. This position will work directly and indirectly with donors so that they feel increasing engaged in the Land Trust’s work, and know that their gifts are used in the way they intended and are having a positive impact on the local land they love. The intern’s work will increase our community engagement, familiarize people with the impact and benefits of our work, help to generate new members, build support and grow awareness of land conservation issues, challenges and solutions. All of that supports our hands-on work throughout Whatcom County to protect and care for lands, waters and species by promoting and implementing science-based conservation, restoration and stewardship, enhancing collaboration and attracting resources to sustain and grow our work.

About Whatcom Land Trust
Whatcom Land Trust, a 501c3 nonprofit corporation, was founded in 1984 to protect natural and agricultural lands in a rapidly developing county. Since then, Whatcom Land Trust has protected more than 20,000 acres through a combination of land trust owned properties, conservation easements, and facilitated transfers and exchanges. Whatcom Land Trust conserves Whatcom’s natural heritage – its fish and wildlife habitat, marine and freshwater shorelines, parklands for recreation, forests, farmlands, scenic and culturally significant areas. The Trust accomplishes this in three general ways:

- Legal securement of land and conservation easements throughout Whatcom County
- Stewarding and restoring to health the 80-plus land trust owned reserves (approximately 4,000 acres) and 78 conservation easements (6,500 acres) that the land trust holds
- Engaging people in conservation actions – 500+ volunteers contribute more than 3,500 hours of field and organizational work annually, helping the Trust manage its lands, advocating for public funding for parks and habitat and strong public policies to conserve Whatcom’s natural heritage.

What is a Land Trust?
Land trusts are private, independent, entrepreneurial nonprofit, non-governmental organizations that have joined with landowners to protect private land in the United States. There are over 1,600 land trusts operating across the U.S. protecting more than 9 million acres of farmland, wetlands, ranches, forests, watersheds, and river corridors. There are about two dozen land trusts in Washington. Land trusts all have some attributes in common, but each land trust has its own unique working area, priorities, missions and goals.