

Job Title: Development and Fundraising Intern

Name/Title of immediate supervisor: Erin Marteau, Executive Director

Employing Agency: Ithaca Children's Garden (ICG)

Agency Address: 1001 W. Seneca St. Suite 101 Ithaca, NY 14850

Agency Phone: 607-319-4203

Email Address: richard@ithacachildrensgarden.org

Website: www.ithacachildrensgarden.org

Work site: 1001 W. Seneca St. Suite 101 Ithaca, NY

Wage: \$12.50 per hour (Federal Work Study required or unpaid internship)

Hours per week: 15-35 hours per week

Start Date: flexible between May 22 and June 11

The mission of Ithaca Children's Garden is to inspire the next generation of environmental stewards through engaging hands-on activities, child-led explorations, and embodying the Playwork Principles of supporting child-led free play.

Help ICG cultivate and steward our friends and supporters in a variety of strategic and creative ways, from writing innovative thank you notes and connecting with corporate sponsors to developing multi-media strategies for expressing gratitude and engaging new supporters. Consider applying if you are organized, creative, and want to gain valuable nonprofit and fundraising skills.

Responsibilities:

- Support grant development and grant management
- Support donor and member management
- Assist with event and special program planning
- Make phone calls to acquire information and request donations
- Data management and data entry

Requirements:

- Solid oral and written communication skills
- Comfort with basic office programs
- Quick learn in new database systems (RegPack, eTapestry, Wufoo)
- Professional phone etiquette

Please apply online: <https://ithacachildrensgarden.wufoo.com/forms/stmvg2m192cixu/>

More information on ICG Summer Positions: <https://ithacachildrensgarden.org/about/employment/>