



INTERN DESCRIPTION

DATE: June 2021

DEPARTMENT: Development

REPORTS TO: Associate Director of Development

LOCATION: Hybrid work from home and on site at 191 Lathrop Way, Sacramento, CA 95815

HOURS/SCHEDULE: 10/hrs wk; July 2021-June 2022 with option to continue.

WHO WE ARE:

The mission of the Sacramento Tree Foundation is to grow thriving communities through stewardship of our urban forest.

We envision an urban forest canopy that benefits our entire region and every neighborhood, especially those that historically have been underserved and under-canopied. We invest in our urban forest because we fully appreciate the value it brings: public health and wellness, ecological integrity, meaningful connections, and a renewed sense of place. We celebrate a person that plants a tree, a neighborhood that cares for a forest, and a region that ensures a thriving canopy—now and for future generations.

Our guiding principles are Education, Social Equity, Community Well-Being, Grassroots Action, Science and Research, Conservation, Community Engagement, and Organizational Excellence

For more about who we are, please visit sactree.com

POSITION SUMMARY:

Reporting to the Associate Director of Development, the primary role of the development intern is to support the overall administrative tasks of the Sacramento Tree Foundation Development Department. These tasks may include gifts processing and data entry, gifts reconciliation with Finance Department, generating development reports using Salesforce and MS Excel, creating donor thank you letters/emails using MS Word, assisting in the development of social media campaigns for Big Day of Giving and Giving Tuesday, providing event management support, and other tasks as assigned. This role acts as a critical member of the development team. The ability to meet deadlines, attention to detail, a consistent and reliable schedule, and a keen interest to learn about the workings of a development office are all critical attributes of this position.

PRINCIPLE DUTIES:

With training and oversight by the Associate Director of Development, this position is responsible for:

- Managing fundraising gift activity including timely gifts processing, inputting data into the constituent database (Salesforce), processing gift acknowledgement letters, conducting mail merges and overseeing mail logistics, while ensuring accuracy of letters.
- Updating development reports and queries in Salesforce and Excel to benchmark and track development activities
- Overseeing weekly gift/fund reconciliation with Finance Office
- Assisting in developing social media campaign calendars and content for Big Day of Giving and Giving Tuesday
- Provide event planning support for cultivation, stewardship and fundraising events for STF and Hanami

JOB REQUIREMENTS:

EDUCATION: All current undergraduate and graduate majors are encouraged to apply.

EXPERIENCE: Experience working with MS Office Suite—mail merge, spreadsheets, PowerPoint preferred. Experienced user of all Social Media platforms preferred.

SKILLS: Cultural competency and an approach that is appreciative, affirming, and inclusive of all cultural backgrounds. Excellent verbal, written and interpersonal skills; The ability to maintain confidentiality with regard to privileged donor and financial matters; Must have excellent organizational skills with attention to detail; Ability to set priorities, multi-task, and meet deadlines.

TECHNICAL SKILLS: Proficient in MS Office (Word, Excel, and PowerPoint); Social Media Savvy; Working knowledge of Salesforce preferred, but not required.

TEMPERAMENT/SOFT SKILLS: We are looking for an individual who thrives in a fast-paced environment, who remains calm under pressure, has the ability to prioritize multiple deadlines, and is detail-oriented. Our ideal candidate should be comfortable working in a mission-based, nonprofit environment, and have a passion for our mission and a commitment to excellent customer service.

WORKING CONDITIONS:

This is an at-will, part time, and non-exempt position. Must be able to work nights periodically and occasional weekends. Able to lift 30 pounds. Both outdoor and in office work is required for this position. Therefore, employee may be exposed to extremes in weather including heat, rain, and freezing temperatures as well as extended periods of sitting and standing.

COMPENSATION:

\$15/hr @ minimum 10 hours per week.

BENEFITS:

Practical experience helping to run a development office
Shadowing, mentoring, and training opportunities with experienced, knowledgeable professionals
Opportunity to participate in events and company meetings
Flexible schedule for students

INCLUSIVITY STATEMENT

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hr@sactree.com or (916) 924-8733.

To apply, email a resume and cover letter to hr@sactree.com

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT