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| Title: Development Intern  | Approval Date:               |
| Department: Administrative | Executive Director Approval: |

**Our Mission:** To promote installation of solar PV and solar thermal on public facilities, homes, and private properties and to promote energy efficiency countywide through a public/private partnership.

Gain valuable experience by working directly with a community based non-profit.

Solar Sonoma County is a collaboration of local government, business, individuals and other local groups. Join us as we strive to create jobs, cut energy costs and reduce greenhouse gas emissions!

**The Development Intern will assist with the fundraising efforts, specifically:**

- Generate gift acknowledgements.
- Data entry of donations.
- Follow-up with donors via letter and phone.
- Grant writing, reporting, and compliance.
- Attending related networking functions (optional)
- Researching prospective Grants and Corporate Sponsorships.
- Donor relations.

**You and Your Skills:** Ability to make sound decisions while working as a team member or independently. Comfortable working in a fast paced environment. Organized! Curious about how a small NGO operates. Willing to get involved. You naturally excel when working hard. You are driven to do your best and to contribute to the world. You are comfortable asking for help when you need it, but don't ask unless it is really necessary.

**Benefits:** Although this is a unpaid internship it is a fantastic opportunity to work on projects that are critical to our success. An unusual internship in that we will work to find projects that are both challenging and focused in your area of interest. If you are hungry to learn, we will endeavour to find you a project that surpasses your current experience and takes you to a new level.

**Hourly commitment:** Prefer a mimium of 1 day a week, in our cozy office. We are situated in the middle of other like-minded environmentally focused nonprofits - lots of opportunity to learn about the Sonoma scene!

**Send resume:** [Keri Wray, Volunteer Coordinator, keri@solarsonomacounty.org](mailto:keri@solarsonomacounty.org)

**NOTE:** This description is not intended to be all-inclusive. Intern may perform other related duties as negotiated to meet the ongoing needs of the organization.