



Development & Annual Fund Internship

Description: Cincinnati Nature Center is a large private, nonprofit environmental education organization whose mission is "To inspire passion for nature and promote environmentally responsible choices through experience, education and stewardship to ensure a sustainable future." CNC consists of two sites, Rowe Woods and Long Branch Farm & Trails, which make up more than 1,600 acres of irreplaceable natural and agricultural land.

One Development & Annual Fund Internship position is available in the Marketing & Development Department at CNC's Rowe Woods, a 1,025 acre site that offers 18 miles of hiking trails and outstanding environmental educational program for children and adults.

CNC's Annual Giving Fund consists of annual gifts, grants and pledges that support educational programming and daily operation of our sites. These gifts provide crucial operating support, going beyond what membership fees alone can provide.

The Development & Annual Fund Intern will report directly to the Annual Fund Manager and will provide administrative support to the Annual Fund Manager in annual fund raising programs.

Hours, start date and end date are negotiable. For more information about CNC visit www.CincyNature.org. For additional information about the Development & Annual Fund Internship, please contact Lori Walker-Huelsman, Gifts Coordinator, at 513/831-1711 ext. 417.

General duties

Assisting in preparation of solicitor materials, reports, and follow-up materials for the Annual Fund campaign and assisting in processing Annual Fund gifts. These job responsibilities represent only the essential and most general duties of the position. This job description does not exclude other work assignments, directives, and responsibilities not mentioned herein.

Education/Qualifications

- At least two years of college
- An interest in the development and fundraising aspects associated with nonprofit organizations
- Collaborative working style
- Strong writing and organization skills
- Must maintain confidentiality of sensitive and confidential information
- Interest in hiking, nature and/or environmental education is a plus

Application Process

Applications are accepted throughout the year. Please send resume, three professional references, and letter of interest to walker-huelsman@cincynature.org, or mail to:

Cincinnati Nature Center
Attn: Lori Walker-Huelsman
4949 Tealtown Road
Milford, OH 45150