



Job Title: Nonprofit Development Program (paid internship)

Organization: 1000 Gretas

Website: 1000Gretas.org

Apply [Here](#)

About 1000 Gretas:

1000 Gretas is a non-profit organization that is dedicated to finding and funding climate innovators and problem solvers. Inspired by Greta Thunberg, we support individuals who are leading the fight against climate change through innovation and entrepreneurship. Our goal is to amplify unheard and underrepresented voices and provide support and funding to start-ups and solutions from different cities, countries, and sectors. This breadth makes the organization an exciting one that is truly on the front lines of technologies and individuals working to solve one of the most pressing global problems facing our world. 1000 Gretas is a tight-knit community of team members and grantees who inspire and impress every day.

Role Descriptions

Strategic Outreach Partner: Marketing and Media Intern

As an organization that is highly dependent on outside donors and a consistent flow of applications, it is very important for us to keep up constant communication with members, donors, and applicants, and to maintain a public presence. We are looking for someone who is not only passionate about the mission, but can also effectively tell the story of our grantees and our organization to the greater public.

As a remote Marketing and Media Intern, you will play a critical role in maintaining constant communication with members, donors, and applicants to keep our public presence strong. You will be responsible for managing our social media accounts, creating posts and graphics, attending bi-weekly team meetings, and writing a monthly newsletter. Additionally, you will coordinate with our grantees, interview them to determine their mentorship needs, and communicate updates on their progress to our community.

Responsibilities and Duties

- Manage social media accounts
- Create marketing content through posts and graphics for social media
- Attend biweekly meetings
- Write a monthly newsletter
- Coordinate with grantees
- Interview grantees to determine their mentorship needs and communicate their stories to our network



- Ongoing communication and check-ins with grantees to obtain latest updates on their progress to share with our community via social media posts and monthly newsletters

Qualifications and Skills

- Effective communication skills (especially written)
- Proficiency in social media
- Passionate about the climate crisis
- Ability to work independently and as part of a team
- Experience using Canva and Hootsuite preferred

Note: This is a part-time, 20 hours per month, paid internship position (\$20/hour).

If interested please upload a resume and cover letter to this form [here](#), or reach out via email to Oliver@1000gretas.org.

Strategic Outreach Partner: Donor Management and Outreach Intern

We are seeking a highly motivated individual to join our team as a Donor Management and Outreach Intern. As a remote intern, you will play a critical role in maintaining current donor relationships and recruiting new ones through targeted communication and outreach strategies. We are looking for someone who is a confident communicator, analytical and goal driven. You will be responsible for tracking outreach to existing donors, analyzing donor data, monitoring donor relationships, ensuring routine updates are crafted and delivered, and attending a bi-weekly team meeting. Additionally, you will conduct market research on donor pipeline development and partnership pilot opportunities.

Responsibilities and Duties

- Manage donor relationships
- Develop targeted donor outreach through email and phone communications on behalf of 1000 Greta's Co-Executive directors
- Maintain accurate customer records through CRM software
- Develop and execute strategies for growing donor pipeline
- Attend one biweekly team meeting, and ad hoc planning meetings as needed

Qualifications and Skills

- Exceptional communication skills (both verbal and written)
- Passionate about the climate crisis
- Ability to work independently and as part of a team
- Experience using CRM software preferred
- Donor focused with the ability to understand the needs of donors and meet them



- Results focused with a strong ability to set goal, take stock of priorities and deliver on plans

Note: This is a part-time, 20 hours per month, paid internship position (\$20/hour).

If interested please upload a resume and cover letter to this form [here](#), or reach out via email to Oliver@1000gretas.org.

Strategic Operations Partner: Operations and Investment Intern

We are seeking a highly motivated individual to join our team as an Operations and Investment Intern. As a remote intern, you will play a critical role through operations that directly lead to investment in Grantees. We are looking for someone who is highly organized, analytical and strategic. Your responsibilities will include, assistance with analysis of grant applications, preparing materials for voting members who determine funding decisions, assisting with financials such as accounting and funds transfers, collecting status updates from existing grantees.

Responsibilities and Duties:

- Analyze grant applications
- Create forms to collect data from decision makers
- Assist with financial transactions
- Collect status updates from Grantees

Qualifications and Skills

- Proficient in Excel and Sheets and Google Forms
- Highly organized and attentive to detail
- Strong communication skills
- Passionate about the climate crisis
- Ability to work independently and as part of a team

Note: This is a part-time, 20 hours per month, paid internship position (\$20/hour).

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