



Rebel With a Cause Internship

Overview of Internship: This intern position is to support the Development Team in preparing for the Rebel with a Cause online event in November 2020. This person is responsible for providing service to the donors, sponsors, and speakers for the event as well as to design the system for following up with donors after the fact. **Location:** Denver (working remotely).

Term of Position: Sept 15 - Nov 30, 2020, flexible work schedule; \$12 per hour.

Deadline for submission: August 30th

About Conservation Colorado

Conservation Colorado is committed to protecting our climate, air, lands, water, and communities. Our work to protect and advocate for the environment reflects our commitment to racial and social justice particularly by ensuring that policy victories are shared by all Coloradans including disproportionately impacted and frontline communities. We achieve these goals by organizing people and electing conservation-minded policymakers. We work closely with policy leaders, citizen activists, businesses and other conservation nonprofits, and have built a reputation as one of the leading conservation advocacy organizations in the region. Within the organization, we aim to create a workplace culture and policies and practices that demonstrate how we value equity and inclusion.

Primary Responsibilities

- Solicit businesses to donate products, services, or gift cards to the silent auction.
- Ensure that the businesses have everything they need to make the donation, including mailing or scheduling pick up for auction items as needed.
- Confirm event sponsors and follow up on payment and logos needed for recognition.
- Help with the logistics of the event auction including confirming speakers, answering questions from attendees, and checking that the event website is working properly.
- Send out tax acknowledgements and thank you letters to auction donors.
- Help to design and implement a follow-up system for event donors.

Qualifications

- An interest in event planning and fundraising generally.
- Good organizational and project management skills.
- A customer service orientation and an interest in talking to donors, sponsors, and speakers.
- An interest in learning more about online event technology.

For more information:

<https://www.coloradononprofits.org/careers/nonprofit-internships/rebel-cause-intern-0>

To apply: [fill out this short questionnaire](#) and send a cover letter and resume to Leslie Allen, with the subject line “Rebel with a Cause Intern” to internships@conservationco.org by August 30th. Interviews will start after the application period has closed.