Earn Credit to Work with Downtown Greens
Donor Relations Internship

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

**Position:** Donor Relations Intern

**Internship Description:**
Downtown Greens is currently looking for an independent, detail-oriented individual to join a small, but extremely productive staff as the Donor Relations Intern. An ideal candidate will have strong analytical and numerical skills, decision-making abilities, and excellent time management skills. This position is best for an individual working on a degree in nonprofit management, business, information technology, or communications.

**Responsibilities could include:**
- Inputting and maintaining database information on donor contributions
- Assisting with the printing of letters and running receipts
- Assisting in mail merges, bulk mailings, and campaign mailings
- Helping maintain and research constituent information for donor relations
- Keeping inventory of all development mailing supplies
- Aiding in overall operations of the organization, which may include maintaining office hours

**Intern Qualifications:**
- Experience and/or strong interest in development, database management, or nonprofit management
- Detail-oriented personality and strong analytical and numerical skills
- Must have ability to work independently and as part of a team

**Location and Hours:**
- Position will be located at the Downtown Greens headquarters in Fredericksburg, VA with possibility for remote work as well.
- Hours will vary depending on individual's schedule, availability and how many college credits they seek.

**To apply:** email resume and cover letter to downtowngreens@gmail.com
Visit www.downtowngreens.org for additional information.