

Earn Credit to Work with Downtown Greens

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: Development Database Intern

Job Description:

Downtown Greens is currently looking for an independent, detail-oriented individual to join a small, but extremely productive staff as the Development Database 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:

- 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

Job 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.