



## Western Reserve Land Conservancy

land • people • community

**Position:** Development Intern – Summer, 2018

**Location:** Moreland Hills, OH with possible travel to northeast Ohio regional offices

**Duration:** Start date and length of internship are negotiable; 40 hours per week, Monday thru Friday

**Salary:** Paid - TBD

### **Background**

Western Reserve Land Conservancy provides the people of northeast Ohio with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are the largest land conservancy in Ohio, employing over 40 people in offices throughout northern and eastern portions of the state. Our land conservation team has now conserved more than 50,000 acres of natural area and working farms in 23 Ohio counties. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants and philanthropic gifts from individuals, foundations and corporations.

### **Position Summary**

The Development Intern will assist the Development Team in the following areas:

- Create content for Land Conservancy publications and social medial platforms, including research, writing and taking of photos and videos, and cleaning and organizing of Land Conservancy archived photos
- Organize and implement a mini-grant program
- Assist with writing grant funding requests
- Assist in the planning and implementation of cultivation, gratitude, outreach and volunteer events
- Track government spending for various programs, including Clean Ohio funding
- Assist as needed with mailings, donor database entry and prospect research
- Other duties as assigned

### **Required Education, Experience**

Candidates should be a college student or recent college graduate with the following skills:

- Ability to prioritize and handle a variety of assignments simultaneously in a fast-paced team environment
- Ability to work both independently and as part of a team
- Advanced knowledge of Microsoft Office products, especially Excel and Word
- Strong writing capabilities
- Knowledge of social media platform management, as well as ability to take quality photos and videos
- While not required, the Land Conservancy prefers interns to have reliable transportation to travel across our service area

### **To Apply**

Please send cover letter and resume by 5 p.m. on Friday, March 30<sup>th</sup>, to Bob Kissling, Director of Human Resources, at [rkissling@wrlandconservancy.org](mailto:rkissling@wrlandconservancy.org).

Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. All qualified candidates will receive consideration for employment and not be discriminated against based on race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran's status, or other legally protected classification in the State of Ohio.