



Clean Lakes Alliance - Business & Development Internship

Clean Lakes Alliance is looking for a **Business & Development Intern** to join our passionate and dedicated team. Broaden your skillset and build your resume by working with our Executive Director and Annual Giving Manager to support business and development functions, while also supporting Clean Lakes Alliance's mission promoting clean water in the Yahara watershed.

Interns work closely with Clean Lakes Alliance professional staff to execute major campaigns, programs and events. Interns will develop an understanding of the watershed and support our work to protect water quality in lakes Mendota, Monona, Wingra, Waubesa, and Kegonsa.

In addition, interns may interact with our business, government and non-profit partners, sit in on community meetings, and support out-of-office events like our lake science café, fundraising events, volunteer monitoring program, and corporate lakeshore volunteer days.

To apply, please send a resume and letter of interest to internships@cleanlakesalliance.org. Please see cleanlakesalliance.org/internships for application deadlines for fall, spring and summer semesters. Depending on openings, we may also accept prospective interns on a rolling basis.

About Clean Lakes Alliance

Clean Lakes Alliance is a 501(c)3 non-profit organization devoted to improving the water quality of lakes, streams, and wetlands in the Yahara River watershed. Working closely with government agencies, residents, farmers and local businesses, we envision a future in which everyone sees our lakes as the center of the community.

Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all backgrounds to apply. To learn more about our work and values, please visit cleanlakesalliance.org.

Primary Duties and Responsibilities

The Business & Development Intern will provide support including but not limited to:

- Support all facets of special projects that tie back to large sponsorships or grants.
- Identify and track community events and maintain internal calendars.
- Work with Annual Giving Manager to support all facets of implementing annual campaign strategies activities (i.e., appeal letters, donor outreach, acknowledgments, etc.)
- Help to maintain databases with accurate and current donor contact information.

Preferred Skills & Experience

- Currently pursuing a bachelor's degree
- Skilled Microsoft Office user – Especially Excel (pivot tables, functions and mail merge)
- Strong organization and written communication skills.
- Highly organized with an ability to manage multiple tasks and deadlines.
- A flexible, resourceful, and detail-oriented person that can work in a fast-paced environment.
- Ability to work effectively both in teams and independently.

- Proficient in the use of common software and database applications.

Work Environment and Hours

- 8-16 hours per week with occasional evening and weekend work that generally corresponds with Clean Lakes Alliance-sponsored events.
- Availability for 3-4 hour minimum work shifts desired
- Most work is performed in a small, open office environment, with occasional off-site work during the coordination of watershed programming and engagement events.

Compensation and Benefits

This position is unpaid or for-credit, with the potential to move into a paid position on a performance or as-needed basis. Please work with your academic advisor to set up any class-credit arrangements.

Job Location

Verex Plaza: 150 East Gilman Street, Suite 2600 Madison, Wisconsin
On bus line and short walk or bike ride from UW-Madison campus.