



Acterra
Action for a Healthy Planet
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ACTERRA – INTERNSHIP ANNOUNCEMENT PROSPECT RESEARCH INTERN

“Bringing people together to create local solutions for a healthy planet.”

POSITION OVERVIEW

Acterra, one of the Silicon Valley’s foremost not-for-profit environmental organizations, is looking for a student intern with an interest in fundraising and the nonprofit sector to assist with and support the organization’s Prospect Research program. This is an unpaid internship.

The primary function of the Research Intern will be to assist the Development Department with the qualification of prospective donors.

Specifically, the Research Intern will do the following:

- Conduct research on identified prospective donors.
- Cull data (biographical, corporate, foundation, real estate and salary) from a variety of sources (electronic and print) on a prospect’s capacity to give.
- Enter data into the eTapestry database.
- Prepare profile reports on prospects and current donors, synthesizing research into readable and clear documents.
- Other duties as assigned.

Additionally, the Research Intern will have an opportunity to join select committee, management, and staff meetings, along with special events, to expose them to various aspects of the organization.

Through this program, the Intern will develop:

- Prospect research skills and an understanding of the donor cycle.
- Writing and research skills to produce professional research profiles
- Ethical decision making skills.
- An understanding of a non-profit’s organization and structure.
- Professional and donor networking skills.
- eTapestry database systems and reporting skills.
- An understanding of the dynamics of major donor and board member cultivation and stewardship.

Internships are available for the spring or summer and last about three months, with additional months potentially available. Hours can be flexible, usually ranging between 10-20 hours per week.

The ideal candidate will have an interest in non-profit fundraising, a passion for the environment, and experience working in a professional office environment. Candidates must have database experience, excellent and accurate typing skills, attention to detail, and their own transportation to get to and from the office.

ABOUT ACTERRA

ACTERRA and its predecessor organizations have a 40-year track record of innovative environmental programs in the Bay Area. The organization was formed in 2000 by the merger of two of the region's most effective environmental organizations: the Peninsula Conservation Center Foundation (founded 1970) and Bay Area Action (1990).

ACTERRA is agile – launching and adapting its programs to address critical issues as they evolve, and impacting people personally and directly, in their homes and communities. We inspire and empower people to become engaged in hands-on solution-oriented activities and help them learn to live more sustainable lifestyles, thereby making a significant difference in our region and building momentum for broader changes in our society.

For more information on Acterra, visit www.acterra.org/

How to Apply — Electronic submission preferred.

Please send letter of interest and résumé to:

Amber De Buizer

Development Director

Acterra

amberd@acterra.org

Fax: (650) 962-8234

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Acterra does not discriminate in employment because of age, sex, race, creed or national origin. Appropriate action shall be taken to recruit members of groups against whom discrimination in employment has historically been exercised.