

# SHOAL CREEK CONSERVANCY

## Fundraising and Administrative Work-Study Internship Description

The Shoal Creek Conservancy ([www.shoalcreekconservancy.org](http://www.shoalcreekconservancy.org)) is a 501(c)(3) nonprofit organization established in 2013 with the mission of restoring, protecting and enhancing the ecological, social and cultural vibrancy of Shoal Creek for the people of Austin, Texas by engaging the public and partnering with the community. We seek to achieve this mission through activities that maintain and improve the Shoal Creek trail and greenway; enhance the public's enjoyment of the Creek; and restore the watershed. Shoal Creek is the city's oldest trail and extends for approximately six miles through the heart of Austin, Texas.

**Description:** Shoal Creek Conservancy seeks an extremely organized, strong writer that is interested in learning more about nonprofit fundraising and management. This person would work closely with the Executive Director and assist with fundraising and administrative tasks. The position is available to undergraduate or graduate as well as recent graduates.

### **Responsibilities:**

- Draft grant proposal and reports
- Research and create a database of new funding prospects, including foundation, corporate and government grant programs
- Assist with planning twice-annual major fundraising events (October and April)
- Work with other staff to development of materials to use for fundraising effort and pursue strategies to grow the membership of the Conservancy
- Assist with day-to-day administrative tasks

### **Qualifications:**

- Strong writing, editing and proofreading skills
- Experience with nonprofit development work, grant writing a definite plus
- Desire to learn about nonprofit fundraising and management
- Pursuing degree in a related field such as nonprofit management
- Ability to work independently and as part of a team
- Highly organized and able to manage multiple ongoing projects
- Excellent computer skills, including experience with Microsoft Office products
- Enthusiasm for the Conservancy's mission

**Start Date:** Position open until filled, requires a minimum semester/summer commitment

**Hours:** At least 15 hours a week, preferably two to three times a week in the office

**Stipend:** \$1,000 per semester/summer

**To Apply:** Please send a cover letter and resume to [info@shoalcreekconservancy.org](mailto:info@shoalcreekconservancy.org). Thank you for your interest in the Conservancy.