



Shelby Farms Park and Greenline are managed and operated by the 501(c)3 nonprofit organization Shelby Farms Park Conservancy. Our vision is to give rise to a celebrated 21st century park that defines and shapes a great city.

Title: Development Intern

Supervisor: Caleb Tinkle, Senior Manager of Development

Purpose: To assist the Development team, including fundraising and corporate sponsorship recruitment

Hours and duration of internship: As assigned by University requirements

Brief position summary: The Development Intern will act in an 'assistant' role to the Development team

Responsibilities:

Assists in planning and executing Development goals

Recruits and organizes Sponsors and Sponsor information

Occasional events to be worked on Saturdays and Sundays, which will be clearly planned

Requirements and Qualifications:

Experience with Microsoft office (excel, word, etc.)

Driver's license & personal vehicle

Sales experience

People/conversational skills

Intermediate to advanced organizational skills

Advanced writing skills

Ability to manage multiple projects as needed

Able to work in fast paced environment at times

Ability to learn sponsor prospecting and cultivation

To apply, students should fill out the online form found at this site:
www.shelbyfarmspark.org/internship-opportunities.