

**Development and Events Internship
Northeastern Minnesotans for Wilderness/Save the Boundary
Waters**



OVERVIEW

Save the Boundary Waters, founded and led by Northeastern Minnesotans for Wilderness based in Ely, MN, is a national coalition of 400+ businesses, conservation, and hunting & angling organizations united to protect the Boundary Waters Canoe Area Wilderness and Voyageurs National Park from the threat of sulfide-ore copper mining proposed in the headwaters of these treasures.

Northeastern Minnesotans for Wilderness Mission: We unite people to advocate for the protection of wilderness and wild places, especially the Boundary Waters Canoe Area Wilderness and the greater Quetico-Superior Ecosystem.

Our Vision: We envision a future where people understand the value of wild protected lands and are unified to forever protect the Boundary Waters Wilderness and the greater Quetico-Superior Ecosystem as vital components of a healthy and resilient planet.

Our Commitment to Diversity, Equity, Inclusion, and Justice: Wilderness and the pursuit of its protection should be made to be welcoming and accessible to all. Protecting Wilderness relies upon public engagement which cannot be expected when people are disenfranchised, unwelcome, hurt or tokenized due to their sexuality, race, age, ability, size, gender identity, gender expression, culture, religion, political affiliation, or anything else. The pursuit of permanent protection for the Boundary Waters from sulfide-ore copper mining and other threats is no different. Northeastern Minnesotans for Wilderness and the Campaign to Save the Boundary Waters is committed to diversity, equity, inclusion, and justice in all aspects of the organization as it works to protect this special place for everyone and for generations to come.

Summary: Save the Boundary Waters is seeking a Development and Events Intern from January through May to assist with our fundraising efforts and events, including our annual Boundary Waters Gala at the Nicollet Island Pavilion on Thursday, May 22. This is a great opportunity to gain hands-on experience in nonprofit fundraising, large-scale event planning and coordination, and more! Ideal candidates will have an interest in environmental advocacy, event logistics, and fundraising.

Dates: Approx. January-May 2025

Location: Primarily remote in Minnesota with the preference of being located in the Twin Cities

Compensation: \$15 an hour, 10/hrs per week January-March, 15/hrs per week in April and May

Supervised By: Amy Yoelin, Development Officer

Application Due: December 15, 2024

Primary duties include, but are not limited to:

- Event Assistance
 - Work with the Development team to plan our Boundary Waters Gala, which has over 400 attendees
 - Attend weekly gala planning meetings to learn about all aspects of planning our Gala, including logistics, budget, communications, and more
 - Collaborate with the Development Officer on silent auction solicitation strategy, which includes over 100 items and raises over \$25,000
 - Ensure all silent auction donations are entered into our database (EveryAction) promptly and accurately
 - Assist with event logistics including the silent auction, day-of set-up and take down, guest check-in, check-out, etc.
 - Attend the Boundary Waters Gala on Thursday, May 22 in Minneapolis (expected to work this entire day)
 - Assist with post-event logistics including coordinating efficient distribution of auction items to winning bidders
 - Provide support for additional fundraising and community outreach events as needed
- Development
 - Explore alternative revenue sources: give-back programs, corporate partnerships, peer-to-peer opportunities, grant research, events, etc.
 - Work with the Development Officer on a fundraising campaign including strategy, content development, execution, and analysis
 - Participate in fundraising team meetings to help plan and execute fundraising campaigns and activities throughout the duration of the internship
 - Have an opportunity to learn about fundraising strategy, grants, data analysis, event planning, and more!
- Other duties as assigned

Desired Skills or Qualifications:

- Organized
- Detail Oriented
- Creative
- Flexible
- Willingness to learn
- Strong verbal and written communication
- Interest in non-profit, conservation work/passion for the Boundary Waters
- Commitment to diversity, equity, inclusion and justice

Requirements:

- Access to reliable, steady Internet
- Your own laptop
- Ability to travel to events (miles reimbursed)

- Availability to work 10-15 hours per week between 8:00am-5:00pm, Monday-Friday
- Willingness to work occasional evenings and weekends

Please send a resume, cover letter, and dates of availability for the internship to amy@savetheboundarywaters.org.