



Job Title: Advancement Intern

Department: Advancement

Location: Oakland Office, Washington DC, or remote

Reports to: Advancement Team Manager (Shabina Bahl or other)

Duration: 37.5 hours/week for 10 weeks

Context: At the Sierra Club, we believe in the power of interdependence. Together, we remain committed to the fight for a healthy climate built on a foundation of environmental, racial, economic, and gender justice – a future where all people benefit from a healthy, thriving planet and a direct connection to nature. As the climate crisis and deeply entrenched systemic racism all fuel injustice, we will continue to fight for a bold, transformational agenda that recognizes the interconnectedness between our planet, our humanity, and our future. By recognizing that our destinies are tied, we continue to name that all things are fundamentally connected, and the overlap between ecology, race, gender, and representative government will move to either advance our collective humanity or to oppress it. Sierra Club has close to 800 staff across the country and a network of 64 local chapters that are led and fueled by thousands of volunteers. We are also proud to be a unionized employer, with three labor unions representing more than half of our employees.

Scope: Advancement Interns assist the Sierra Club's Advancement Department in fundraising efforts throughout the United States. Interns work with the advancement team across the country and gain skills and experience with advancement activities such as individual and foundation major donor moves management including qualification, cultivation, solicitation, and stewardship; prospect research, database management, project management, donor outreach and communications, including event planning.

Job activities include but are not limited to:

1. Learn and utilize organizational databases (Salesforce) and other program management platforms to assist with key Advancement task management and reporting needs.
2. Assist with developing briefings and other background documents for major and principal gift meetings and follow up.
3. Support planning and execution of fundraising meetings and events, both virtual and in-person.
4. Support National Sierra Club staff and leadership in their fundraising efforts, by preparing materials, providing real-time support, and documenting outcomes.
5. Liaise with Sierra Club's national fundraising consulting partners to track and report on fundraising metrics, implement processes and policies that align with industry good practice, and execute special projects.
6. Work independently to identify foundation and individual prospects in targeted regions in accordance with defined guidelines.

The successful candidate must have the following skills and experience:

- **Collaboration.** Ability to work effectively with people across differences toward a shared goal.

- **Strong written and verbal communication skills.** Ability to write clearly and persuasively.
- Demonstrated ability to use discretion and preserve confidentiality with sensitive financial and personal information.
- **Committed to evolution.** You are committed to continuously deepening and evolving your own understanding of systems of oppression through study, openness, and humility. And you easily recognize your own relationship to privilege and power, examining and shifting your behaviors as appropriate.
- **Flexibility and time management.** You are able to balance competing priorities and help the team meet its most important goals on time.
- **Uplifting and additive.** You see mistakes as opportunities for growth; problems as catalysts for solutions, and inspire others along the journey. You carry a constructive approach, can-do attitude, a sense of humor, and authentic kindness wherever you go.

The strongest candidates will also demonstrate the following experience, skills and competencies:

- Experience working with individuals and organizations in varied settings. Experience managing up and helping organizational or team leaders be successful.
- Project management, database management, and reporting experience.
- Strong organizational skills and attention to detail.
- Passion for conservation and environmental issues.

To Apply

The Sierra Club provides equal employment and advancement opportunities to all staff members. Employment decisions are based on merit, qualifications, lived experience and skills. The Sierra Club does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, immigration status, socioeconomic status, ancestry, age, size, sex, sexual orientation, gender, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, arrest history, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, or any other characteristic protected by law.

The Sierra Club values applicants who are people that identify as Black, Indigenous, and other minoritized groups; women; queer, transgender, gender non-conforming, and gender fluid people.

Explore, enjoy and protect the planet.