



Job Title: Membership Growth Intern

Department: Membership Growth

Location: Oakland Office

Reports to: Associate Director, Trusts & Estates

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: The Membership Growth Intern will assist with supporting the processing of all estate gifts to Sierra Club, including bequests for the national Club, its chapters and groups, and the Sierra Club Foundation. This role reports to the Associate Director, Trusts & Estates, and will work with the Associate Director and Estate Planning Coordinator to coordinate the administration of estate gifts, including life-income gifts, liquidation of complex assets, and bequests. There will be communication with outside parties relative to the estate administration process as needed. The estate coordinator will also assist with program projects on an as needed basis.

Job activities include but are not limited to:

- Support the estate tracking process by assisting in opening new estates using the Salesforce system. This will include updating estate activity by scanning and uploading documentation, letters, and other correspondence
- Drafts and mails standard communications including new estate, condolence, closed estate, and acknowledgement letters, as part of exposure to the estate planning process.
- Maintains paper and electronic filing systems by scanning and organizing files. Archiving of estate files for storage.
- Assists in the preparation of claim forms for IRA, life insurance gifts, pay on death accounts and similar forms for review by the Associate Director of Trusts & Estates.
- Communicate with estates to obtain status updates. Track progress by communicating with estates in a timely and consistent manner, this includes email outreach and phone calls.
- Special projects as assigned

The successful candidate must have the following skills and experience:

- Experience in financial or law operations, database management, fundraising development or trust administration
- The ability to listen and coordinate with a variety of staff, volunteers, donors, and members of a team and outside stakeholders.
- Proficiency with fundraising database applications (Salesforce a plus), MS Word and Excel specifically.
- Strong communication and interpersonal skills. Strong organizational and problem-solving skills; a willingness to push through barriers and bounce back from setbacks with creative and new ideas in order to meet goals.
- The ability to be flexible in your work and priorities. Be able to work independently and have a self-driven work ethic but also be able to connect with others to share ideas and feedback in order to problem solve.
- 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.

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

- Familiarity of the estate administration process and types of fundraising in the nonprofit sector.
- Ability to prioritize and manage seasonal increases in workflow.
- Proven track record of dependability and ability to close tasks

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.