

**Employer Name:** Clean Virginia Waterways

**Title:** Clean Virginia Waterways Development Intern

**Position Description:**

Clean Virginia Waterways' (CVW) mission is to enhance the health of Virginia's water resources through pollution prevention, education, and stewardship activities involving Virginians from the classroom to the boardroom. CVW is an award winning, statewide non-profit that is:

- Dedicated to advancing proven policies to reduce plastic pollution and marine debris.
- Committed to citizen stewardship of Virginia's rivers, streams, bays, beaches and groundwater.
- Affiliated with the Ocean Conservancy
- Co-founder of the Virginia Plastic Pollution Prevention Network.
- Co-author of the Virginia Marine Debris Reduction Plan.
- Organizer of the International Coastal Cleanup in Virginia since 1995.
- Nationally-recognized leader in litter prevention educational programming, litter research and marine debris solution development.

As the **CVW Development Intern**, you will play a vital role in supporting CVW staff with:

- **Research:**  
Identify potential funding opportunities, conduct donor research, and gather information for grant applications.
- **Grant Writing & Applications:**  
Assist with writing grant proposals, narratives, and other application materials.
- **Donor Engagement:**  
Manage donor databases, assist with donor cultivation plans, and help with outreach and communication.
- **Event Planning:**  
Support event planning, including logistics, vendor coordination, and volunteer management.
- **Communication:**  
Help with drafting correspondence, newsletters, and social media content.
- **Administrative Support:**  
Assist with general administrative tasks, such as data entry, filing, and scheduling.
- **Fundraising Campaigns:**  
Contribute to fundraising campaigns by researching, developing, and implementing online and offline strategies.

- **Database Management:**  
Maintain and update donor databases, track donations, and generate reports.
- **Stewardship:**  
Assist with donation acknowledgements, thank you letters, and donor reports.

#### **Qualifications:**

- Must be a college sophomore or higher.
- Knowledge of marine debris and plastic pollution issues is recommended.
- Ability to work independently and collaboratively as part of a team.
- Strong communication skills and comfort speaking with business owners, managers, and the public.
- Proficiency in Google Drive, Microsoft Office, Constant Contact, Canva, Instagram, and Facebook.
- Interest/experience in fundraising, marketing and development
- Must possess a valid driver's license and have access to reliable transportation.

#### **Duration and Schedule:**

This is a part-time position requiring 12-15 hours per week over a 10-week period. The schedule is flexible but will include some weekend work. The position is set to start on ASAP.

- **Application Process:** To apply, please send your resume and a cover letter to Terra at [Terra@CleanVirginiaWaterways.org](mailto:Terra@CleanVirginiaWaterways.org) w/subject line: CVW Development Intern: Your Name. Be sure to highlight any relevant experience and explain why you would be a great fit for this opportunity (why should we pick you)?
- **Compensation or Benefits:** A stipend of up to \$2500 is available for this position.