

January 2017

**Job Posting:** Fundraising and Development Intern

**Reporting To:** Development Director

**Salary:** Unpaid, course credit available

**Location:** 618 NW Glisan Street, Suite 401 Portland

618 NW  
GLISAN,  
SUITE 401  
PORTLAND,  
OREGON  
97209  
THESTREETTRUST.ORG  
(503)  
226  
0676

The Street Trust (formerly the Bicycle Transportation Alliance) is a non profit-organization working to promote bicycling, walking and transit. Since 1990, we have worked in partnership with citizens, businesses, community groups, government agencies, and elected officials to create communities where people can meet their daily transportation needs through biking, walking, and taking transit.

We are a small but mighty group of passionate advocates who work hard to win big victories for our communities. We are looking for an energetic and motivated individual to join our team. This is an exciting opportunity to be part of an established nonprofit with decades of experience. Join us!

**Position Summary:**

This position is an integral part of the Development team. Interns will work closely with all members of the team and through hands-on work, will learn about the many facets of a non-profit development department. At the conclusion of this internship, Development Interns will have gained experience in grassroots non-profit work, Salesforce database knowledge, research, engagement, event management skills, and comprehensive supporter cultivation strategies. Hours for this internship are flexible, though we are looking for a minimum commitment of 10 hours a week.

**Position Responsibilities:**

Responsibilities will be tailored to match a candidate's professional development goals and interests, but may include the following:

- Work directly with Development team to coordinate, execute and attend exciting events.
- Contribute to the development of marketing materials to support fundraising activities.
- Research and analyze information to inform supporter engagement strategies.
- Create and maintain supporter records using Salesforce database.
- Assist in special projects and programs as needed.
- Explore grant opportunities and assist in writing and editing grant proposals to further The Street Trust's program and advocacy work.
- Coordinate with other departments at The Street Trust to execute comprehensive cultivation strategies.

**Position Skills Required:**

- Interest in bicycling, community development, and transportation issues.
- Strong communication and organizational skills. Must be comfortable talking with supporters in writing, on the phone and in person.
- Self-starter, good at working alone and managing others.
- Proficiency in Microsoft Word and Excel, email, and some data entry experience helpful.
- Friendly and fun attitude.

The Street Trust is an equal opportunity employer. We believe strongly that relevant experiences are better indicators of performance than educational degrees. All employees must be team oriented. We love people who bike, walk and/or ride public transit, but do not hire based on how people get around but on how well they suit the position and skill set we seek. We do expect that our employees embrace our mission and vision for healthy and thriving communities where it is safe and easy for people to bike, walk and ride public transit.

Candidates of color are strongly encouraged to apply. The Street Trust is committed to building a culturally diverse and inclusive environment. The organization is committed to racial equity across the organization: in our service to stakeholders, in our workforce composition and practices, and in our organizational culture. While still seeking to improve our demonstration of this commitment, candidates should know that racial equity is a cornerstone of our commitment to all communities in the region.

**Application Procedures:**

Submit resume and cover letter describing your skills, professional goals, and relevant experience to [-your email address-]. The resume and cover letter should describe how the candidate demonstrates meeting the minimum requirements. Please put “[-Position Title-]” in the subject line. No faxes or phone calls please.

