



761 Newport Street • Denver, Colorado • 80220-5554  
303 388 5211 • [www.InstituteForEnvironmentalSolutions.org](http://www.InstituteForEnvironmentalSolutions.org)

## NONPROFIT ORGANIZATIONAL DEVELOPMENT AND FUNDRAISING GRADUATE INTERN OPPORTUNITY

**Opportunity:** The Institute for Environmental Solutions is an independent non-profit organization that engages stakeholders to deliver technically sound solutions to complex environmental and health problems – without unwanted side effects. We are looking for a graduate student intern to work on non-profit development (grant applications and fund raising) and business planning (strategic planning, marketing plan, analysis of needs and comparable organizations). Initial intern appointments are part-time (15 to 20 hours/week) and unpaid. Successful interns may apply for paid positions after 150 hours. IES does not have a central office. Interns work independently, and participate in Institute and Project meetings in Denver.

### **Specific Responsibilities:**

**Fundraising:** Manage assigned projects including drafting grant applications, researching available sources of non-profit funding, and securing various project and organization related grants. Manage the various fundraising projects by completing needed assignments and reporting to the IES Board of Directors. Projects might also include a research and feasibility study (including creation of income and expense projections) for current or new fundraising projects.

**Organization and Analysis:** Assist IES Executive Director in compiling data or results of current fundraising projects. Current program analysis may include written evaluation and suggestions for staff and board review.

**Reports To:** Carol E. Lyons, Executive Director.

**Qualifications:** Development Interns are self-motivated, detail-oriented, able and anxious to think and work independently and creatively. Strong organizational, writing, verbal, and presentation skills are required. Development interns must work well and communicate effectively in a team-oriented environment and multitask efficiently. Grant-writing or fundraising experience is desired. Studies in technical areas such as environmental science, chemistry or biology will be helpful.

**Details:** Interns will be encouraged to apply IES work to academic courses, as appropriate and desired, with support from IES professional staff members and Board members. Interns have the opportunity to meet technical and business experts in this region. Motivated interns may participate in other Institute work, such as environmental improvement project research.

**Applications:** Interested candidates should submit a resume and cover letter to the address below via e-mail, or mail. Include why you are interested in this position and your availability for work.

Carol E. Lyons, Executive Director

Institute for Environmental Solutions

761 Newport Street, Denver, Colorado 80220-5554

[Carol@i4es.org](mailto:Carol@i4es.org)

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