

TITLE: Development Intern, Spring 2022

EMPLOYMENT TYPE: Internship

LOCALITY: Brooklyn, NY, preferred, remote possible

DEPARTMENT: Development Operations

SUPERVISING MANAGER: Development Operations Manager

Organizational overview

For over 30 years, Rainforest Foundation US (RFUS) has worked to address climate change and safeguard biodiversity by promoting the rights of indigenous peoples and supporting their efforts to protect and defend their rainforests. Science shows that forests managed by indigenous peoples are healthier, suffer less deforestation, capture more carbon, and contain more biodiversity than forests managed by private or public entities—including nationally protected areas. What's more, scientists tell us that protecting forests is as important as reducing greenhouse emissions if we hope to stem the tide of ecological collapse.

RFUS works in partnership with indigenous communities and their representative organizations to protect tropical rainforests by supporting their efforts to secure rights to their lands, strengthen monitoring and land security, influence laws and policies that protect their resources, and build strong and sustainable community leadership. By investing directly in indigenous communities, RFUS connects the people rooted in the land with the tools, training, and resources to be effective advocates and protectors of the forests they call home. RFUS currently operates four country programs in Brazil, Guyana, Panama and Peru, and hosts a number of regional partnerships in Central America, the Amazon Basin and across the tropical belt.

Position overview

RFUS strives to inspire change makers to join the movement for an equitable, just and sustainable future and our internship program is one way we do that. Our internships are designed to harness the passion and skills of individuals who are early in their careers to produce tangible, real world results. Through this program, we hope to help launch the next generation of climate, environment, and human rights leaders.

The RFUS Development Intern will support the fundraising efforts of the development team by helping on maintaining the integrity of the fundraising database and assisting on ongoing projects.

Responsibilities

- Assist on the maintenance and update of our donor database
- Support in the creation of a development operations manual
- Prepare fundraising reports in collaboration with other team members
- Research and follow up on new tools and trends in fundraising
- Participate in special projects as needed

We aim to provide interns a rich immersion into a mission-driven, non-profit organization. Interns participate in all-staff calls, have one-on-ones with senior staff members, and gain broad exposure to the work we do and the network we operate within.



Requirements

- Must be proficient with Microsoft Word, Excel, and Google Suite
- Strong computer and research skills
- Self-starter who can work independently as well as in a team
- Good organization skills and attention to detail is very important
- Data analysis skills are a plus
- Available to start by the end of January 2022

As we understand interns are often engaging in internships alongside coursework or other employment, it is our expectation that interns are available 15 to 20 hours/week. We ask for a minimum 3-month commitment for all internships.

Language

- Full professional proficiency in English is required

Compensation

Interns with Rainforest Foundation US are compensated at a rate of \$15/hour. Part-time employees are entitled to up to 5 days per year of sick leave.

Workplace culture

Rainforest Foundation US prides itself on providing a flexible, equitable, family-friendly and inclusive work environment that values work-life balance. Our offices are pet friendly and located in an historic downtown Brooklyn neighborhood that is easily accessible by public transit and boasts a wide range of restaurants and services. Since the pandemic, employees can come into the office as they wish or negotiate with their supervisors to work from home or remotely.

Application instructions

Interested applicants are advised to carefully study the job description and reflect in the cover letter how your work and experience helps you meet the requirements and skills we are looking for. Applications will not be considered without the submission of a cover letter and a resume. Providing a link to a portfolio of past work is an advantage.

Please send full application to jobs@rffny.org using subject line: "POSITION TITLE - YOUR NAME"

Any position-related questions may also be directed to this email address. Please note that the position will be listed as open until filled. Interested candidates are encouraged to apply early. Only those candidates that are short-listed for interviews will be contacted.

Other information

The candidate must possess the legal requirements to work in the United States; Rainforest Foundation US will not sponsor visas for international candidates.

Black, indigenous and people of color are encouraged to apply.

Rainforest Foundation US does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We



are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Rainforest Foundation US is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.