



Title: Development Intern

Stipend: \$2,000

Application Closing Date: 04/02/2021

Internship: April 2021 – August 31, 2021

Status: Flexible hours (20-40 hours weekly)

Location: Remote through pandemic with possible bi weekly in-person meetings in South Salt Lake after pandemic

Reports to: Executive Director & Development Director

Bike Utah envisions a Utah where complete networks of bike lanes, paths, and trails contribute to livable, healthy communities, allowing everyone to ride regardless of age, ability, race or income.

We collaborate with all levels of government, organizations, agencies, businesses, and the general public to develop active transportation plans, educate thousands of children and adults, increase safety through legislation, and improve quality of life for residents and visitors with more bike lanes, paths, and trails. We have ongoing partnerships with the Governor's Office of Outdoor Recreation, Utah Department of Transportation, Utah Transit Authority, Utah Department of Health, Get Healthy Utah, Move Utah, Wasatch Front Regional Council, Mountainland Association of Governments, and the Utah Office of Tourism.

Through our internship program, we are looking for talented people passionate about creating a bicycle friendly Utah. This will be a fantastic opportunity to work in your community and learn what it's like to work at a nonprofit that has strong public/private partnerships as well as execute multiple initiatives and events. For more information about Bike Utah, please visit our website at bikeutah.org

The development intern will work to grow and expand the work of Bike Utah. The position will offer a great opportunity to gain experience in grant research & writing, donor management, and event planning. The intern will be given the opportunity to select various projects that are in-line with career goals and portfolio building.



JOB DUTIES

- Prepare and submit grant applications and reports
- Draft correspondence, reports, proposals and donor appeals
- Donor management using our CRM platform: NeonCRM
- Conduct research on potential foundations, strategic partners, markets and industries.
- Work on donor appreciation projects: Send thank yous, receipts and other donor communications
- Work on analyzing program evaluation data that has been collected to be used for grant reports and general fundraising
- Attend monthly board development committee meeting
- Support in Bike Utah event planning and management specifically the Utah Bike Summit and the Bike Utah Spoke Series
- Assist with mailings, filing, and special projects as needed

SKILLS REQUIRED

- Strong writing, editing, and research skills
- Detail oriented and ability to prioritize
- Proven ability to multitask, work independently and remotely
- Strong interpersonal skills
- Familiarity with aspects of fundraising
- Database experience preferred
- Event planning and event marketing experience preferred
- Graphic design and photography skills are a plus

To apply, please email cover letter, writing sample, and resume to crys@bikeutah.org