

## Fundraising and Communications Internship Sea Turtle Foundation



---

Sea Turtle Foundation is currently offering a fundraising and communications internship. The purpose of the position would be to work with the General Manager to strengthen our funding base and identify, cultivate and solicit individuals and companies interested in supporting Sea Turtle Foundation.

Sea Turtle Foundation is a not-for-profit organisation, dedicated to the protection of sea turtles and their habitats throughout their life cycles in the Australia and Indo-Pacific regions.

### Main Duties and Responsibilities

Duties will be tailored to meet the learning objectives of a successful internship candidate. If you have a particular interest in developing fundraising skills not directly listed below please ensure these are highlighted in your cover letter.

Duties may include (but not be limited to) the following:

- Research potential corporate and major donor fundraising sources
- Making initial telephone/email enquiries to potential funders/sponsors
- Provide support in data gathering for proposal writing and submissions
- Support the development of proposals to individuals and corporates
- Developing creative fundraising approaches and systems that can be maintained by Sea Turtle Foundation beyond the life of the internship
- Coordinate closely with the General Manager on social media and web content to promote Sea Turtle Foundation activities
- Develop communications materials to promote Sea Turtle Foundation and the work we do

### Benefits to Interns

This internship is a great opportunity to gain hands-on experience of Sea Turtle Foundation's work and fundraising efforts. It will be of particular interest to someone wanting to gain knowledge of and experience supporting fundraising, communications and marketing while contributing to marine conservation efforts.

### Required Skills and Attributes

The internship would be suitable for a current or graduated marketing or communications student wishing to gain experience in the environmental sector.

- Excellent communication skills, both oral and written.
- Dependable, reliable, honest & trustworthy
- Comfort with soliciting/interacting with individuals and companies face-to-face, on the phone or via email.
- Interest in environmental conservation

### Conditions

- The position is an unpaid internship
- Schedule and number of hours per week is negotiable
- Must be 18 years or older and authorized to work in Australia

### Location

- Preferably Cairns, Australia but alternative arrangements to work from a distance may be negotiated
- An intern would be expected to make a commitment of at least 100 hours spread over approximately 5 weeks. The actual number of hours may be negotiated to comply with course credit requirements

### To Apply

Please submit a cover letter and resumé to [info@seaturtlefoundation.org](mailto:info@seaturtlefoundation.org)