



Science for a healthy, sustainable future

Seattle Biotech Legacy Foundation
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Fundraising and Communications Internship

The Seattle Biotech Legacy Foundation (SBLF) is a volunteer run organization focused on moving society toward health and sustainability. Founded six years ago, SBLF is at a pivotal point in our organizational development. In late 2008 we are formally moving from a volunteer run “startup” to a newly formed more robust nonprofit organization that will have an increased emphasis on fundraising to support enhanced programming and a grant-making program. This fall, we will be publicly launching the new organization, launching its new website, ramping up its fundraising efforts, planning a winter event, and beginning to market the seminar series and a RFP for a 2009 grant cycle. The Fundraising and Communications Intern(s) will have incredible opportunity to take on interesting and unique projects that will substantially benefit a small organization and further an important mission.

The Fundraising and Communications Internship is unpaid and has flexible hours depending on the Intern’s needs. Ideally, interns will work between 8 and 20 hours a week. Successful candidates will work from our small office located in Belltown, close to downtown Seattle, in a suite shared with Philanthropy Northwest and other organizations. The Intern can also work some hours off site if necessary.

Internship Objectives:

We will work collaboratively with the Intern to define position objectives that meet both organizational needs and the Intern’s learning objectives. **Potential Intern projects include, but are not limited to:**

Fundraising

- Brainstorming fundraising strategy for the new organization
- Conducting prospect research
- Event planning
- Assisting with writing, editing and mailing Annual Fund letter
- Attending Engagement Committee meetings

Communications

- Strategizing how to leverage opportunities associated with launch of new organization
- Assisting with the creation of collateral materials that promote a new organizations brand identity
- Assisting with communications materials for 2009 Seminar Series
- Assisting with marketing of 2009 Seminar Series
- Collaborating on website redesign and creation of written content
- Assist with writing and editing quarterly e-newsletter
- Attending Website Committee and Rebranding Committee meetings

For additional ideas of potential intern projects at SBLF, please visit the volunteer page of our website at <http://www.sblfoundation.org/how-can-i-help/volunteering>. We are happy to explore other project ideas that Intern candidates may have.

Learning Opportunities:

We recognize that every candidate will have unique learning objectives. We hope to offer the successful candidate the following unique learning opportunities:

- Share knowledge with our talented team of volunteers (most of whom have science backgrounds).
- Form relationships with other organizations working toward a healthy and sustainable future.
- Experience first hand the benefits and challenges of a nonhierarchical collaborative based volunteer organization. SBLF practices shared leadership.
- Explore the intricacies of a nonprofit organization during an exciting time of growth and change.

Qualifications:

The successful candidate will embrace SBLF's mission, be a self-starter and have an interest in working with a predominantly volunteer organization poised for its next stage of development. We seek an individual who will thrive in and promote SBLF's collaborative culture.

Specific qualifications include:

- Current enrollment in an institution for higher education
- Demonstrated ability to work independently and take initiative
- Effective verbal and written communication skills
- Proficient with e-mail and web-based communication tools, MS Office applications

Application Process:

Applicants should submit a cover letter and resume or CV via e-mail to norab@sblfoundation.org.

For more information about SBLF visit www.sblfoundation.org.