

# “Ding” Darling Wildlife Society – Friends of the Refuge Development & Communications Intern September 2021 – June 2022

## Organization Description

The “Ding” Darling Wildlife Society (DDWS) was established more than 30 years ago as one of the nation’s first “Friends” groups to support a National Wildlife Refuge. The DDWS is a non-profit organization with the mission to support the conservation and wildlife protection work and educational outreach programs within the J.N. “Ding” Darling National Wildlife Refuge.

## Summary of Position

The DDWS Development & Communications Intern position is designed to introduce college-level individuals or recent graduates interested in working in the non-profit sector. The intern will work in a fast-paced environment with both the DDWS and the National Wildlife Refuge staff in collaboration on several projects including events and program planning, donor cultivation and stewardship, graphic design, communications, and social media. This is a temporary position, working an estimated 40 hours per week. The intern will be directly supervised by the Development Officers and will work under the development team.

## Primary Responsibilities

- Create images / graphics, ads, invitations & other marketing materials.
- Manage the DDWS social media accounts (Facebook, Instagram, YouTube, Twitter)
- Design “Ding” on the Wing e-newsletter with email marketing software Constant Contact
- Assist in all aspects of fundraising event planning and outreach events including designing event and program marketing materials, sponsorship solicitations, auction donation requests, staffing events, mailings, and other duties as requested.
- Assist in donor data management with CRM software Donor Perfect.
- Work with development team with designing all mailings including solicitations, organizational updates, and quarterly newsletters.
- Assist in Visitor Services programs, visitor interaction and orientation, and Visitor & Education operations.
- Assist in administrative duties in the office such as answering phones, answering questions, ordering office supplies, etc.
- Other duties as assigned.

## Desired Qualifications and Abilities

The DDWS is recruiting a creative, committed, and self-starting individual with strong graphic design, organizational, writing, time management, and interpersonal skills. Candidates should be highly proficient and skilled in Microsoft Office, Social Media platforms (Facebook, Instagram, Twitter, and YouTube) and have familiarity with graphic design programs such as Adobe Suite or Canva. A background or interest in wildlife and conservation is required. This candidate should be a strong and independent worker.

## Housing & Compensation

Housing for the intern, including free Wi-Fi and cable, is provided on the grounds of the refuge at no cost to the intern. Interns receive a stipend of \$200 a week. In addition, the intern will benefit greatly from being a part of our program with an average of seven to ten interns in the areas of biology, education, visitor services, and non-profit administration. The Refuge welcomes over one million annual visitors from around the world each year, so interns gain a broad base of experience as they apply for future positions. The intern will also have opportunities for networking with others in conservation-related fields.

## Location

Sanibel Island, Florida. A barrier island located off the coast of Fort Myers in Southwest Florida, the weather is warm throughout the year with an average temperature of mid 70’s in the winter months.

Interested candidates can email their resume to [Sierra Hoisington \(shois@dingdarlingsociety.org\)](mailto:shois@dingdarlingsociety.org)