



## **SONOMA LAND TRUST**

End of Year Intern

**Internship Title:** Philanthropy End of Year Intern

**Department:** Philanthropy

**Reports To:** Grace Martino, Philanthropy Experience Manager

**Status:** Intern (6-months)

**Prepared Date:** April 2026

**Position Description:** Under the direction of the Philanthropy Experience Manager, the End-of-Year Intern supports Sonoma Land Trust's Philanthropy team during the organization's busiest giving season. From August through January, the Philanthropy department focuses on engaging donors through special events, coordinating end-of-year mailings and solicitations, and assisting in the execution of our major end-of-year fundraising campaign. The intern will play a key role in ensuring these efforts are carried out smoothly and successfully while learning important skills such as donor relations and using donor databases such as Virtuous.

### **Duties and Responsibilities:**

- Provide logistical and on-site support for the 50-year anniversary event.
- Assist with preparing and assembling mailings, including envelope stuffing, labeling, and postage.
- Hand-address donor envelopes and personalize correspondence as needed.
- Support the mailing and distribution of donor letters, holiday cards, and year-end appeals.
- Help maintain organized records of mailings, event RSVPs, and donor communications.
- Assist in preparing donor recognition materials.
- Assist in scanning and preparing donation supporting documents
- Organize and inventory philanthropy supplies and event materials.
- Collaborate with team members to ensure smooth coordination of year-end giving activities.
- Perform other duties as assigned by the Philanthropy Experience Manager.

### **Requirements:**

- Must be 21 years or older
- Ability to work 4 to 5 hrs. on Wednesdays and/or Thursdays in the Sonoma Land Office.
- Must have excellent communication skills, with proficiency in grammar and spelling
- Must have a basic understanding of Microsoft Suite apps and products:
  - Spreadsheets (e.g., data entry, basic formatting, tracking)
  - Microsoft Word

- Outlook
  - Box (preferred but not required)
- Customer service experience preferred.
- Effectively communicate in a positive and professional manner with staff, board members, donors, and volunteers.
- Demonstrate punctuality by arriving on time for scheduled activities and having all necessary materials prepared.
- Must be appropriately dressed for the weather, conditions, activities and audience.
- Must have reliable transportation to get to the Sonoma Land Trust office and various locations for donor events.
- Additional soft skills / attributes:
  - Ability to work collaboratively
  - Adaptability and willingness to learn in a fast-paced environment.
  - Responsiveness to feedback and follow-through on assigned tasks.

**Schedule and Compensation:**

This seasonal internship without benefits begins August 2026 and ends January 2027 with a total time commitment of approximately 95 hours. The stipend for completion of the internship is \$2,000 paid in three installments.