About us

The Colorado River Alliance champions the long-term vitality of the Texas Colorado River through education and engagement. At the Alliance, we believe that a healthy, flowing river is imperative to the long-term well-being of our communities and our state.

Internship description

This is an unpaid internship opportunity to help plan and execute vital fundraising events and activities for the Colorado River Alliance. The river is our community’s heart and soul, and this position is a great opportunity to ensure its vibrance and vitality. The qualified candidate will assist the Development and Events Manager in a variety of activities focused on events and fundraising.

Duties include:

- Assist with planning and executing development events, including our annual gala
- Keep meticulous notes during event committee meetings
- Assist in identifying and securing auction items
- Assist in identifying and cultivating donors
- Assist in event messaging and advertising
- Other tasks related to events and fundraising as needed

Qualifications:

- Be working on or have completed a bachelor’s degree
- Can commit to 10 hours a week for a semester, including some evening meetings and events
- Excellent communications skills
- Excellent organizational skills
- Solid teamwork skills and ability to work solo
- Comfortable with fundraising, including cold calling
- Experience with databases a plus

Skills you’ll develop:

- Event planning
- Project development
- Constituent management
- Prospect research
- Media relations

If you are interested, please send a resume and cover letter to Melissa Miller at melissa@coloradoriver.org