

**Position Title: Development Intern****Reports To:** Executive Director**Location:** Allentown, Pennsylvania**Status:** Part time, unpaid**About The Seed Farm:**

The Seed Farm is a 501(c)(3) nonprofit organization that is dedicated to cultivating the next generation of farmers. Initiated by Lehigh County and developed in partnership with Penn State Extension, our organization trains new farmers and assists them in establishing sustainable farm businesses.

**Job Description:**

Our Development Intern will be responsible for assisting the Executive Director to plan/coordinate events, research potential funders, and communicate with the community at large. This internship will give the intern valuable, real-world experience in the nuts and bolts of nonprofit work. Tasks could include:

- Identify and research potential donors, including corporations, foundations, and individuals;
- Support the planning and execution of special events (e.g. Farm to Table Dinner in October, Scaling Up workshop in October)
- Assist in creating materials needed for donor solicitation, including letters, electronic presentations, and informational packets;
- Initiate corporate sponsorship/employee engagement opportunities;
- Help maintain database with donor and prospect information;
- Research and write copy for website;
- Communicate with the community via blog posts and social media;
- Other tasks as needed and/or projects that align with intern skills.

In addition to these duties, the Development Intern is permitted/ encouraged to participate in farm program activities such as Saturday field walks and harvests, and attending the weekly farmers' market on Sundays. The Development Intern is also encouraged to introduce new ideas for how our fundraising program could be further developed or expanded. This position is unpaid but can earn academic credit.

**Requirements:**

Qualified applicants will:

- Recognize the importance of The Seed Farm's mission and be willing to assume a role in furthering it;
- Possess strong organizational and research skills;
- Demonstrate excellent interpersonal, written and verbal communication skills;
- Exhibit a desire to continuously learn and ask questions;
- Be computer/online/digital media savvy;

- Work independently, be self-motivated, and have great attention to detail;
- Have reliable transportation

**Time Commitment:**

Interns will be expected to put in 8-15 hours per week during semester or 25-30 hours during the summer; flexible schedule based on individual's availability.

**To Apply:**

Interested students should submit resume and letter of intent to Lindsey Parks, Executive Director, at [Lindsey\\_Parks@theseedfarm.org](mailto:Lindsey_Parks@theseedfarm.org).