



Development Intern

The Illinois Environmental Council Education Fund, the Illinois Environmental Council's 501(c)(3) organization, is looking for a part-time (24-30 hours/week) intern to work with its Development team. The candidate will gain valuable development experience in the nonprofit sector. You can expect to learn about nonprofit fundraising, prospect research, event management, data analysis, and donor communications.

Key projects of this internship include soliciting donations for IEC's silent auction in October, growing IEC's membership base through our Summer Membership Drive, and researching and connecting with local businesses to partner with for small fundraisers. Daily activities will include writing, editing, emailing, researching, managing data, coordinating events and other administrative tasks common to Development operations.

We are looking for a bright and enthusiastic intern with an interest in the environment and nonprofit fundraising and development work.

This position will be in person at our Chicago office. Candidates must reside within Illinois.

About IEC

Since 1975, the Illinois Environmental Council (IEC) has worked to safeguard Illinois—its people, its plants and animals, and the natural systems on which all life depends by building power for people and the environment. Representing over 100 environmental organizations operating in Illinois, IEC carries out its mission to advance public policies that create healthy environments across Illinois through education, advocacy, and movement building.

IEC works at all levels of government by bringing together the Illinois environmental community to influence decision makers and ensure clean air, clean water and healthy communities. We coordinate our affiliate member organizations to share resources, mobilize supporters, and respond quickly to the most pressing issues facing the environment in Illinois. From building consensus around an annual environmental agenda to lobbying city, state, and federal decision makers, IEC takes pride in leading our environmental movement in Illinois.

We strongly encourage candidates of all backgrounds and identities to apply. Each new hire is an opportunity for us to bring a different perspective, and we are always eager to diversify our organization further. IEC/IECEF is committed to building an inclusive, supportive place for you to do the best and most rewarding work of your career.

About the position



We're looking for self-motivated individuals excited by the challenge of addressing the biggest challenges facing Illinois. You should be a hard working individual that is excited to take on any task. We are a small, dynamic team that rely on each other to produce high quality work.

Responsibilities

- Writing and editing donor correspondence
- Creation and delivery of donor recognition materials
- Soliciting in-kind donations for silent auction
- Outreach to individual and affiliate members
- Researching donor prospects and grant prospects
- Conduct outreach and build relationships with local businesses to establish partnerships for small fundraising events and campaigns
- Track and analyze outcomes to reach fundraising goals
- Assist in the organization and updating of fundraising materials and resources
- Assist with planning, logistics and execution of fundraising events
- Other administrative tasks

Physical Requirements: Have the ability to:

- Operate a computer.
- Work at a desk for extended periods.
- Ability to participate in meetings, events, or activities, including outdoor settings, that may extend over long periods
- Communicate and exchange information.

Qualifications

- Previous fundraising experience is a plus.
- Excellent communication skills.
- Strong time management skills.
- Excellent interpersonal skills and ability to work with diverse groups and people.
- Commitment to and knowledge of equity, diversity, inclusion, and allyship work.
- Proficiency using both the Microsoft and Google software suites
- Highly organized.
- Ability to coordinate multiple tasks and work independently.
- Interest in nonprofit development and environmental issues.

Equal Opportunity Employer

IEC/IECEF is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, gender expression or identity, religion, age, national origin, ancestry, marital status, protective



order status, veteran status, sexual orientation, citizenship status, genetic information, ancestry, religion, pregnancy, certain arrest or criminal history records, homelessness and use of lawful products outside of work during non-working hours or any other protected characteristic as outlined by federal, state, or local laws.

Equity, Allyship, and Powerbuilding Values

IEC/IECEF is always working to ensure that everyone on our team feels engaged and supported in all areas of the organization's operations as we work to become a fully inclusive, multicultural, and anti-racist organization.

We are only as powerful as the people in our movement and those we serve. Building power for people and our environment in Illinois requires us to actively combat social and political power dynamics that disenfranchise marginalized communities across a broad range of issues beyond those that fall squarely within traditional environmental policy. When marginalized communities are empowered, environmental protections become more possible. Thus we are called to stand in solidarity as allies with those fighting for justice and to strengthen our democratic institutions where power drives policy change.

Important Requirements, Hours and Pay

The internship is a part-time in-person position located in Chicago, IL and will work approximately 24-30 hours per week for 8 weeks. The intern will be paid \$16/hour. Candidates must reside in Illinois.

How to Apply

Introduce yourself to us as a colleague in your cover letter. Show us your future here! We value great writers, so be yourself and take your time with the application. Stock cover letters won't do. Tell us why you want this job.

Applications must be received by April 1, 2026.

To apply, please email a cover letter and resume to Danny Collins (he/they), Director of Development, at: dcollins@ilenviro.org.

IEC/IECEF is an equal-opportunity employer.