

Intern Vacancy Announcement – Fundraising Manager

GEORGIA RIVER NETWORK

Address: 126 S. Milledge Ave., Suite E3, Athens, GA, 30605. Website: www.garivers.org.

Posted: September, 2016

Closing Date: Open Until Filled

Position begins: January 15, 2017

Position ends: July 15, 2017

About Georgia River Network and Paddle Georgia

Georgia River Network works to ensure a clean water legacy by engaging and empowering Georgians to protect, restore and enjoy our rivers from the mountains to the coast. Georgia River Network does this by connecting people to rivers and organizations working to protect rivers, helping citizens start new river groups, strengthening and supporting Georgia's network of 30+ river organizations, and advocating for, and involving citizens in, calling for strong protections for Georgia's rivers.

Paddle Georgia is a program of Georgia River Network. Paddle Georgia 2017 is the 12th year for Paddle Georgia, following up the wildly successful events on the Chattahoochee, Etowah, Ocmulgee, upper Flint, Coosawattee/Oostanaula, Oconee, Altamaha, lower Flint, Chattahoochee (again), Ogeechee and Conasauga/Oostanaula/Coosa Rivers. Paddle Georgia 2017 will be a week-long, 100-mile voyage down the Etowah River near Rome. Each night, participants will be shuttled to campsites at local schools and other facilities where educational programs, games, entertainment and meals will be provided.

Some 400 people have participated each year, ranging in age from 4 to 79.

The purpose of Paddle Georgia is to introduce Georgians to Georgia's rivers. In a long-distance canoe adventure of this nature, participants will be able to view the river as a whole, working, dynamic ecological system. They'll see the beauty they might see on a well-chosen, day-long paddle, and they'll see the other side of the river--that sometimes damaged side that can be missed on those short trips. We also have fun. Paddle Georgia is more than an adventure. It is a community event, uniting individuals from across the state and region in a common goal—to explore a river and have a great time doing it.

To learn more about Paddle Georgia, visit the event website at http://www.garivers.org/paddle_georgia/index.html

Job Responsibilities

Main Responsibility – Handling all aspects of the fundraisers associated with Paddle GA including Canoeathon, the Duck Race and the Event Auction.

Canoeathon - Keep track of all participants and totals, solicit prizes and give out prizes, send emails to participants to encourage sign ups, set up fundraising page, send thank you notes, Goal \$30,000. January, 2017-June 15, 2016 will be spent encouraging sign ups via email, soliciting prizes, tracking donations and thanking donors. We utilize firstgiving.org for donations. All donations are entered into our Donorperfect database and Quickbooks accounting software. Donations are also tracked in excel. June 16 – collect donations at the event that are turned in at registration. June 17 – finalize all totals and organize winners and prizes to be awarded that night. June 18 – finish generating thank you notes to donors, supply social media blurbs about Canoeathon, assist in entering donations in donorperfect, prepare thank you letters to all Canoeathon participants, inventory any leftover prizes not utilized

Duck Race - Oversee all aspects of duck race including promo, logistics, materials, prize, donation collection, implementation, Goal \$2000. Duck race occurs Friday, June 23rd around 4pm. January, 2017 – June 22, 2017 – Set up donation page and track duck purchases, coordinate obtaining ducks from organization that loans them to us, promote sales, determine prize. June 16 – solicit volunteers to assist with collecting ducks during race. June 23 – finalize duck assignments, coordinate volunteers, implement race. Promote duck sales throughout week at information table.

Event Auction - Solicit donations from participants in advance, accept donations at registration, implement live and silent auction mid week, collect funds, thank donors and buyers, provide excel sheet with information; Goal - \$4000

If you have an interest in only one or two of these assignments, this job can be divided.

Other areas you may be asked to assist with as time permits:

Assist with carrying out the Paddle Georgia event. This could include, but may not be limited to:

- Preparation for the Paddle Georgia event including, but not limited to, clerical, mailing, and organizational duties
- Staff support during the Paddle Georgia event which may include, but may not be limited to, volunteer management, driving shuttles, assisting with boat launch and take-out, assisting with campsite set-up and tear-down, assisting with paddler registration, running errands, and other duties as assigned
- Follow-up for the Paddle Georgia event including clerical, mailing, and organizational duties

Assist with carrying out other GRN projects and programs. This could include, but may not be limited to:

- Fundraising and Membership
- Education and Outreach
- GRN Website
- Administrative and clerical tasks such as answering phones, checking mail, filing, typing and data entry, etc.

The intern reports directly to the GRN Executive Director. There may be the option to paddle several days as the schedule permits. Hours of work flexible during the event but mainly will occur between 3-9pm most days of the event.

Qualifications

Ability to take on high level of responsibility

Valid Driver's License

Cell phone

Ability to camp for 8 consecutive nights (camping options are generally a high school football field for outdoor camping or a gym floor for indoor camping)

Organizational Skills

Computer Skills

Money Management Skills

Detail oriented and ability to follow timelines

Strong communication skills and ability to work with volunteers

Ability to work independently and with a team

Possess a strong sense of customer service and have a friendly, flexible, "can-do" attitude

Must be available for the entirety of June 15-24, 2017

Time Requirement

Estimated 8 hrs./week leading up to the event. Hours of work are flexible.

June 16-23, 2017 will be spent, in their entirety, traveling with the Paddle Georgia event.

Compensation

This is an unpaid, non-credit internship (although internship credit could be worked out with appropriate UGA department).

Application Procedures

Please submit a cover letter and resume which highlights your qualifications for this internship.

Submit to:

Georgia River Network-Internship Program

126 S. Milledge Ave., Suite E3

Athens, GA 30605

or info@garivers.org