



Impact Interns: Summer 2021

Organization Information

Organization Name:	Bee Informed Partnership
Address:	4112 Plant Sciences, College Park MD 20742
Website:	Beeinformed.org
Organization Description:	Bee Informed Partnership Inc (BIP) is a national 501(c)(3) nonprofit organization using science-based, data-driven approaches to improve the health and long-term sustainability of honey bees (<i>Apis mellifera</i>). BIP collaborates with several institutions and works with large-scale and small-scale beekeepers and the public across the United States.
Intern Supervisor: (Name, title, email)	Annette Meredith, Executive Director, annette.meredith@beeinformed.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: June-Aug—flexible start
Hours Per Week:	20
Number of Weeks:	10-12
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate (Jr or Sr also may be able to meet qualifications) <input type="checkbox"/> Undergraduate
Internship Description and Duties:	The role of BIP's summer Impact Intern is to support the organization's fundraising efforts by preparing activities and materials for our months-long Autumn Fund Drive. As an integral member of BIP's fundraising team, the Intern will work with the Executive Director, the Donor Management and Communications Coordinator and the Grantwriter as well as other BIP staff. The Intern will also have ample opportunity to interact with BIP's stakeholders, especially beekeepers. Duties include: <ul style="list-style-type: none"> • Contacting potential item donors (individuals and companies) for BIP's 2nd Annual Virtual Auction and securing items • Updating online Auction site in preparation for October event • Design virtual trivia fundraiser



DO GOOD INSTITUTE

2105 Susquehanna Hall
College Park, MD 20742
Email: dogood@umd.edu
Web: dogood.umd.edu

	<ul style="list-style-type: none"> • Working with Donor Management and Communications Coordinator to develop Autumn Fund Drive messaging short acknowledgement and promotional videos • Interviewing existing donors for testimonials, video messages • Developing messaging for social media outlets to market summer and fall activities and events • Assisting Grantwriter in researching prospective foundation grant opportunities • Developing 2-3 blog posts for publication
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>BIP's Autumn Fund Drive is prime fundraising activity of the year for individual donations. While donations are submitted throughout the year, BIP receives most through its fund drive with themed activities and events running through the fall. BIP is undergoing a transition in its fundraising efforts in that historically the organization relied heavily on a few large grants and now BIP is working to diversify its funding sources by increasing its effort to engage individual donors and corporate sponsors. The summer Intern would move the organization forward substantially in reaching its goals to diversity funding sources. The Intern would have the opportunity to play a leading role in taking our Autumn Fund Drive to the next level by preparing for it over the summer. Additionally, BIP's staff all wear so many different hats and, any given time, the Intern would be exposed to several professionals in various fields who can help mentor and coach them.</p>
<p>Qualifications and/or skills desired:</p>	<p>Desired skills and attributes include:</p> <ul style="list-style-type: none"> • Proficient in MSOffice and Google platform • Able to learn new online software quickly • Skilled in developing and posting material on social media • Strong attention to detail: all outreach must be proofread carefully • Strong organizational skills • Interest in honey bees and beekeeping (no exp. nec.) • Willingness to learn • Must value and implement integrity, dependability, consistency, reliability • Adaptability: non-profits often have to shift priorities quickly; must be able to balance and prioritize competing demands



DO GOOD INSTITUTE

2105 Susquehanna Hall
College Park, MD 20742
Email: dogood@umd.edu
Web: dogood.umd.edu

	<ul style="list-style-type: none"> • Ability to work in teams and also to take direction and then work autonomously • Strong sense of humor will help Intern succeed in this position with BIP's staff
<p>This position requires specific clearances, background checks, or specific documentation upon hiring. Please list requirements or write Not Applicable.</p>	<p>Not Applicable</p>
<p>The following information is required from the intern:</p>	<p><input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other: _____</p>
<p>Interviews will be conducted via the following methods:</p>	<p><input checked="" type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input type="checkbox"/> Other: _____</p>