

JOB ANNOUNCEMENT
Development Internship -- Residential

Hidden Villa is a non-profit educational organization that uses its organic farm, wilderness, and community to teach and provide opportunities to learn about the environment and social justice. Hidden Villa stretches over 1,600 acres of open space in the foothills of the Santa Cruz Mountains, about 40 miles south of San Francisco. Our mission is "to inspire a just and sustainable future through our programs, land, and legacy". We are seeking an energetic, responsible team player to fill our Development Intern position.

GENERAL RESPONSIBILITIES

The Development Intern is to work directly under the supervision of the Director of Development as a member of the Development department. Working hours are typically Monday through Friday from 8-5 though weekends and evenings are required as needed. This internship provides the opportunity to live, work and learn at an established non-profit education organization and to participate in classes and other opportunities with other Hidden Villa staff. Additionally, as a resident the Development Intern will live communally with nine others and be an active participant in the responsibilities of communal living.

QUALIFICATIONS NEEDED

Candidates must have completed a four year degree or commensurate work related experience. S/he must have the maturity, diplomacy and tact to work closely with donors, Board members and the general public. S/he must have excellent writing, organizational, and communication skills in order to reflect the messaging HV seeks to share with the public. S/he must have proven customer service skills. S/he must be proficient with MS Office and must work well with people of diverse backgrounds. S/he must have a desire to learn and contribute to building a positive team atmosphere. S/he must be able to lift 40 lbs. Valid driver's license and clean driving record (no major infractions) strongly preferred.

QUALIFICATIONS DESIRED

Knowledge of database systems and management is desired. Experience with Adobe Photoshop is appreciated. Experience with editing and copywriting is also a plus. Knowledge of the mid-peninsula community is an advantage. Candidates must be self-starters with the ability to work independently with minimal amounts of supervision on occasion and must be able to work with a diverse group of individuals, including volunteers.

THE DEVELOPMENT INTERN WILL BE:

- A team player.
- Ethical – ensuring that the Development department meets the highest industry standards providing high quality, confidential and timely work with respect to HV's values.
- Helpful- assisting all Hidden Villa staff to develop awareness of their own responsibilities toward Hidden Villa's donors, volunteers and customers.
- A model communicator expressing the genuine gratitude and intention Hidden Villa wishes to convey.
- Flexible – able to shift among competing tasks to meet deadlines.
- Effective –evaluating all aspects of a situation and then focusing on priorities.
- Productive – achieving results with minimal supervisor feedback.
- Thoughtful – demonstrating a high degree of interpersonal competency when working with diverse populations.
- Able to manage stress.
- Self-reliant- maintaining own performance while keeping perspective, a sense of humor, and promoting a balance of interest and activities.
- Resourceful – willing to try new ways to expand fundraising capacity.
- Innovative – stretching beyond specific assignments to deliver beyond expectation.
- Inspirational – generating enthusiasm for fundraising among staff, Board and volunteers.

TERMS OF EMPLOYMENT

This position is a full-time, year-long, residential, exempt position. A stipend of \$550/month is provided. Benefits include: professional development, housing, seasonal produce, meat and dairy products from the farm when available, holiday time, vacation and sick leave. No medical, dental or vision benefits are provided, however an additional stipend of \$100/month is included to offset any medical expenses interns may incur. Obtaining coverage is the responsibility of the intern. Hidden Villa is a non-smoking environment.

HOW TO APPLY

Please submit your personal letter of interest stating how this opportunity leverages your professional goals. This will be used as your writing sample. Also submit a copy of your resume and a letter of recommendation that speaks to your commitment and ability to handle multiple, ongoing projects, and a completed [internship application](#). Email: jobs@hiddenvilla.org (electronic copies must be Windows compatible). Or mail c/o Hidden Villa, attention Development Internship, 26870 Moody Road, Los Altos Hills, CA 94022.

For more information, please visit www.hiddenvilla.org/programs/internship

Deadline for submission is February 29, 2012.

Hidden Villa is committed to diversity in our workplace and our programs. We do not discriminate on the basis of sex, race, color, age, sexual orientation, national origin, religion, creed, ancestry, disability or veteran status.

Hidden Villa welcomes applicants who reflect our diverse clientele and who have a good level of comfort and experience working with people from diverse backgrounds; ability to speak multiple languages is an asset.