

Development Assistant
ExxonMobil Foundation Community Summer Jobs Program

Trees For Houston Overview

Trees For Houston (TFH) continues to bring transformational change to the urban landscape of the greater Houston region. Since 2021, Trees For Houston has increased tree planting and distribution numbers from 26,000 trees to nearly 70,000. With this exceptional growth, TFH is scaling to meet the needs and goals of our city and positioning ourselves as the tree resource for any neighborhood or organization in need.

Trees For Houston is seeking a summer development intern to learn the inner workings of a small, non-profit development office. This role will include research and assisting the development team with writing grants along with fundraising and planning for individual, foundation, and corporate giving.

Administrative

- Assist the development team with reports and thank you letters along with donor tax receipts
- Database management: update donor information in fundraising software, Bloomerang
- Board meeting management, sets up lunch and takes minutes to be sent to Secretary

Fundraising

- Assist in writing summer grants for foundations
- Research new foundations to expand Trees For Houston's partners
- Attend corporate meeting and assist in planning our corporate events for the upcoming planting season
- Research new corporate groups and plans of engagement to cultivate new partners
- Work in partnership with Development Director, Events, on various tasks related to our fall Clay Shoot events, RedBuds (young professional) and cultivation events

Marketing and Communication

- Assist in creating content for social media accounts
- Invitation to attend community outreach events to spread the TFH mission with Houstonians
- Assist with creating the Annual Report
- Work with development team on all public relations (press release, media release, calendar listing, etc.)
- Work on graphic design materials needed for upcoming planting season

Education

- Assist in supervising education programming
- Research new speakers and assist in reaching out

Eligibility and Salary

- Intern must be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior or senior in the fall of 2024.
- Intern must work a 35-hour workweek for an eight-week period.
- Intern will receive a total salary of \$4,200 to be paid bi-weekly.

Interested applicants may email their resume to Randi@treesforhouston.org.