

**Position:** NECEC Development Intern  
**Duration:** 10 weeks  
**Schedule:** 40 hours/week  
**Location:** Boston, MA  
**Reports to:** VP Innovation & Partnerships  
**Start Date:** Mid May/early June

### **Position Overview**

NECEC is seeking support for a strategic planning effort to evaluate and screen potential new philanthropic and corporate funders as part of a new funding campaign. This effort includes research of existing and potential funders to investigate alignment of priorities.

**Responsibilities:** Support the development of a pipeline of screened potential philanthropic and corporate funders, including

- Project management
- Evaluation of current funders
- Map strategic priorities
- Screening potential funders based on criteria
- Preparing reports and presentations
- Preparing internal meetings
- Other tasks as assigned by the VP Innovation & Partnerships

### **Qualifications:**

- Current Community College or graduate student pursuing a business major
- Very strong writing, verbal communication skills in English are required.
- Proficiency in Word, Excel and PowerPoint, and Google Apps required
- Professional experience assisting with and/or analyzing annual reports and strategy documents a plus.
- Previous experience working at or with clean energy businesses a plus
- Strong independent business researcher, with an ability to conduct both primary and secondary research
- Critical thinker with the ability to synthesize information, ask insightful questions, and identify research trends
- Ability to juggle multiple priorities and to work on cross-functional teams.
- Ability to work independently with strong time-management skills.
- Dedication to improvement and problem-solving.
- A performance-driven personality with an eye for quality and detail.
- Well-organized and detail oriented

- Enthusiasm for NECEC's mission
- Must meet the eligibility of the Massachusetts Clean Energy Center's Internship Program

To apply, please submit a resume and cover letter, writing sample and two references, addressed to Alistair Pim, VP Innovation & Partnerships, [apim@necec.org](mailto:apim@necec.org) with the subject line "Application for NECEC Development Internship."

**About NECEC (Northeast Clean Energy Council & NECEC Institute)** is the premier voice of businesses building a world-class clean energy hub in the Northeast, helping clean energy companies start, scale and succeed with our unique business, innovation and policy leadership. NECEC includes the Northeast Clean Energy Council (a nonprofit business member organization), and NECEC Institute (a nonprofit focused on industry research, innovation, policy development and communications initiatives). NECEC brings together business leaders and key stakeholders to engage in influential policy discussions and business initiatives while building connections that propel the clean energy industry forward.