



JOB TITLE: Development & Events Intern – Fall Semester

REPORTS TO: External Events Manager & Internal Events Manager

JOB SUMMARY: The Development & Events Intern will assist the event team with coordination on Walk for Wishes as well as attendee research and cultivation. The intern will also assist in the coordination of External Events and the Kids for Wish Kids program.

RESPONSIBILITIES:

- Assist the Events team with various internal (Walk For Wishes) and external events.
- Assist with the Kids for Wish Kids program, including meeting with schools and attending school events with External Events Manager.
- Discovery, cultivation and stewardship of event participants and supporters.
- Post event follow up and acknowledgement.
- Provide administrative support for events department.
- Follow a defined set of Standard Operating Procedures for the coordination and reporting of events.
- Performs other duties as needed.

DESIRED QUALIFICATIONS:

- Requires excellent project management, customer service, communication, and public presentation skills.
- Passion for the Make-A-Wish mission.
- Professional dress and strong communication skills.
- Ability to work quickly and independently.
- Familiarity with Microsoft Office suite, including Outlook and Excel.
- Minimum of 20 hour work week preferred, some weekend events required.

KEY SKILLS & PROFESSIONAL DEVELOPMENT OPPORTUNITIES:

- The candidate will gain critical project coordination and project management skills for a multi-faceted, multi-step project.
- The candidate will gain knowledge and best practices for fundraising events.
- The candidate will learn critical fundraising and donor cultivation strategy.
- The candidate will gain basic skill training in Raiser's Edge software.
- The candidate will gain strong customer service and public speaking skills.

THIS POSITION IS UNPAID