



“Wishes & More® enhances the life of a child fighting a terminal or life-threatening condition by providing extraordinary experiences... and more”

Intern Position Description

Job Title:	Intern – Fundraising & Event Planning
Job Description:	This intern will obtain work experience with a non-profit organization and will be helping with the planning of the Winter Ball & Auction on February 13, 2021.
Time Commitment:	Weekly commitment – 8-20 hours per week Flexible: October - April

Responsibilities:

- Collaborate with the Auction Solicitation Committee on new ideas, sources for Donor development and corporate relations
- Outreach to local organizations to cultivate potential donors
- Solicit for auction and gift bag items from new and sustaining donors
- Database Management: Data entry of auction items and donor file maintenance
- Monitor inventory and seek donations to create a well-rounded selection
- Generate acknowledgement letters to donors
- Help recruit volunteers, maintain communication, manage & track volunteer hours in database

Qualifications:

- Proficient in Microsoft Office applications
- Familiarity with Access database a plus
- Critical-thinking and creativity
- Strong organizational skills
- Excellent oral and written communication skills
- Ability to work independently
- Willingness to accept a variety of tasks
- Career interest in non-profit organization
- Positive attitude