



“*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 – Event Fundraising

Job Description: This intern will obtain work experience with a non-profit organization; gain working knowledge of BidPal (part of the OneCause Fundraising platform), and Access database by helping plan the Winter Ball & Auction on February 5, 2022. This position is unpaid.

Time Commitment: Weekly commitment – 8-12 hours per week
Flexible: October-February

Responsibilities:

- Collaborate with Fundraising Associate and the Auction Solicitation Committee on ideas for new and exciting auction items, relationship-building best practices, and resources for donor development and corporate relations
- Perform outreach to local organizations to cultivate potential donors
- Conduct research on new individual and corporate donors
- Solicit for auction and gift bag items from new and sustaining donors
- Database Management: Data entry of auction items and donor file maintenance in Access
- Monitor inventory and seek donations to create a well-rounded selection
- Generate acknowledgement letters to donors
- Availability to work all day of Winter Ball on February 5th, 2022

Qualifications:

- Proficient in Microsoft Office applications
- 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

If interested, please send resume and cover letter to: MadiS@wishesandmore.org