



“**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: Obtain work experience with a non-profit organization by helping plan the annual gala on February 10, 2024 – a 700-person event. Gain working knowledge of the creation of a large-scale auction with multiple sections and a variety of values, while using specialized resources: BidPal (part of the OneCause Fundraising platform), Salesforce database, and Canva. This position is unpaid.

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

Responsibilities:

- Collaborate with Fundraising Associate and Auction Solicitation Committee on ideas for new and exciting auction items
- Conduct research on new potential individual and corporate donors as well as outreach to local organizations for donations
- Solicit for auction and gift bag items from new and sustaining donors
- Help track incoming donations and thank donors
- Database Management: Data entry of auction items and donor maintenance in Salesforce
- Monitor inventory and seek donations to create a well-rounded selection
- Must be available to work all day of Winter Ball on February 10th, 2024

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

Skills Learned:

- Networking
- Organization / multi-tasking
- Direct experience in BidPal, Canva, Salesforce and Microsoft Office Applications
- Event planning
- Professional business etiquette

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