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DEVELOPMENT INTERNSHIP - EXTERNAL EVENTS AND OUTREACH

The External Events and Outreach Internship provides the intern with the opportunity to learn more about the development field, specifically working with external event hosts as well as corporations and foundations. There are many fundraising initiatives that allow us to grant more wishes and the intern will have the opportunity to gain more knowledge of these initiatives. This internship is supervised by the Director of Community Outreach.

Essential Duties and Responsibilities

- Assist with external events including donor thank you letters, event host recognition, and maintaining event files.
- Research grant opportunities and collect data.
- Write, edit, and collaborate with development staff on grant proposals.
- Write wish stories to include in donor thank you letters.
- Perform data entry in Raiser's Edge database.
- Perform administrative tasks including copying, filing, faxing and typing.
- Answer phones and make calls.
- Serve as a volunteer at external events. (Summer)
- Assist with special projects as needed.

Qualifications

Skills necessary for this role include:

- Undergraduate student in good academic standing.
- Strong interest in pursuing a career in nonprofit management/development fields.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Ability to maintain a high level of confidentiality.
- Proactive, self-directed, and organized.
- Proficiency in Microsoft Word, Excel, Power Point and Publisher.
- Some weekends may be required for specific events.
- Knowledge of Raiser's Edge is a plus.
- Commitment to the Make-A-Wish mission.



DEVELOPMENT INTERNSHIP

The Development Internship allows the intern to learn more about the development field, specifically identifying and stewarding individual donors, major gifts and fundraising campaigns. There are many fundraising initiatives that allow us to grant more wishes and the intern will have the opportunity to gain more knowledge of these initiatives. This internship is supervised by the Vice President of Development.

Essential Duties and Responsibilities

- Write thank you letters for donors featuring wish stories.
- Perform administrative tasks including copying, filing, and data entry.
- Help maintain data integrity and perform data entry in the Raiser's Edge database.
- Assist with major fundraising campaigns.
- Help set-up and prepare for bi-weekly Wish Tours.
- Answer phones and make calls.
- Assist the Director of Youth Programs in preparing Kids for Wish Kids presentations.
- Assist the Wish Team in securing in-kind donations for specific wishes.
- Assist with the planning of the Breakfast for Wishes campaign. (Spring only)

Qualifications

Skills necessary for this role include:

- Undergraduate student in good academic standing.
 - Strong interest in pursuing a career in nonprofit management/development fields.
 - Excellent written and verbal communication skills.
 - Strong attention to detail.
 - Ability to maintain a high level of confidentiality.
 - Proactive, self-directed, and organized.
 - Proficiency in Microsoft Word, Excel, Power Point and Publisher.
 - Knowledge of Raiser's Edge is a plus.
 - Commitment to the Make-A-Wish mission.
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GRAPHIC DESIGN AND DIGITAL MARKETING INTERNSHIP

The Graphic Design and Digital Marketing Internship provides interns with an opportunity to apply their skills and talents to graphically portray the Make-A-Wish mission and enhance existing print and web communications and online platforms. Graphic design tasks exist in all aspects of the Make-A-Wish New Hampshire office, from program and wish-related projects, to donor recognition, to web and e-communication and social media materials. This internship is supervised by the Director of Youth Programs and Marketing.

Essential Duties and Responsibilities

- Design clear, engaging graphic communications for print and web including website, social media, email and print communications.
- Help to obtain quality wish photos from families. Edit and brand photos for publications.
- Assist in audio/visual production of wish stories, including digital media and photography.
- Create and edit promotional materials for general brand awareness or for specific medical outreach, volunteer, or donor appreciation.
- Create templates for wish itineraries and wish certificates.
- Other design-related projects as assigned.

Qualifications

Skills necessary for this role include:

- Undergraduate student in good academic standing.
 - Creative, proactive, self-directed, and organized.
 - Possess a working knowledge of Photoshop and/or InDesign software, and have access to these programs.
 - Proficiency in Microsoft Word, Excel, Power Point and Publisher.
 - Web design and video editing skills helpful.
 - Commitment to the Make-A-Wish mission.
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MARKETING AND COMMUNICATIONS INTERNSHIP

The Marketing and Communications Internship provides an intern with the opportunity to share the Make-A-Wish mission and story with multiple audiences including volunteers, community partners, donors, and wish families. In this position, interns will be exposed to different marketing and communications mediums including social media platforms and local news and media outlets. This internship is supervised by the Director of Youth Programs and Marketing.

Essential Duties and Responsibilities

- Assist with developing daily, weekly, and monthly marketing materials and wish stories.
- Proofread and edit communications materials.
- Assist with managing social media platforms including drafting and scheduling postings.
- Work with the Wish Team to identify upcoming wishes for media coverage.
- Write press releases and media alerts.
- Answer phones and make calls.
- Help to obtain wish photos and feedback from families to use in communications materials.
- Other writing projects as assigned.

Qualifications

Skills necessary for this role include:

- Undergraduate student in good academic standing.
 - Proactive, self-directed and organized.
 - Excellent writing and grammar skills are essential.
 - Media and social media experience valued.
 - Proficiency in Microsoft Word, Excel, Power Point and Publisher.
 - Familiarity with web design helpful but not required.
 - Commitment to the Make-A-Wish mission.
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MEDICAL OUTREACH INTERNSHIP

The Medical Outreach internship allows the intern to be involved in sharing the Make-A-Wish mission with the medical community. In this role, the intern will assist with the wish intake process as well as help plan and execute outreach efforts to engage and educate the medical community. This internship is supervised by the Director of Volunteer Programs & Medical Outreach and the Senior Director of Program Services.

Essential Duties and Responsibilities

- Assist in taking wish referrals over the phone.
- Answer phones and make calls.
- Perform all data entry in Raiser's Edge for new referrals.
- Send all medical eligibility forms to medical staff.
- Conduct research to identify new referral sources throughout the state.
- Provide support in the preparation and execution of medical outreach presentations.
- Consider new medical outreach tools and endeavors.
- Help develop appreciation and recognition plans for the referral community.
- Assist with wish-related projects as needed.

Qualifications

Skills necessary for this role include:

- Undergraduate student in good academic standing.
 - Excellent written and verbal communication skills.
 - Strong attention to detail in data maintenance and project organization.
 - Ability to maintain a high level of confidentiality.
 - Proactive, self-directed, and organized.
 - Proficiency in Microsoft Word, Excel, Power Point and Publisher.
 - Knowledge of Raiser's Edge is a plus.
- Commitment to the Make-A-Wish mission.
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PROGRAM SERVICES INTERNSHIP

The Program Services Internship allows an intern the opportunity to do hands-on work with the Make-A-Wish mission. In this role, the intern will support the Wish Team in the logistical aspects of the Wish Granting process including assisting in the research, planning, and coordination of wishes and communicating with Wish Families and vendors. This internship is supervised by the Senior Director of Program Services.

Essential Duties and Responsibilities

- Assist in the coordination of the wish granting process in accordance with Make-A-Wish policies, guidelines and procedures.
- Support the Wish Team in building and maintaining wish files.
- Perform administrative duties including faxing and mailing documentation, maintaining files and entering information into the Raiser's Edge database.
- Communicate with vendors, volunteers, the medical community, and wish families in a professional manner.
- Prepare wish delivery materials including wish itineraries and wish bags.
- Assist with special wish-related projects as needed.
- Answer phones and make calls.
- Conduct wish follow-up with families and volunteers.

Qualifications

Skills necessary for this role include:

- Undergraduate student in good academic standing.
 - Excellent written and verbal communication skills.
 - Strong attention to detail in data maintenance and project organization.
 - Ability to maintain a high level of confidentiality.
 - Proactive, self-directed, and organized.
 - Proficiency in Microsoft Word, Excel, Power Point and Publisher.
 - Knowledge of Raiser's Edge is a plus.
 - Commitment to the Make-A-Wish mission.
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RAFTING FOR WISHES EVENT PLANNING INTERNSHIP

The Rafting for Wishes Event Planning Internship provides a unique opportunity to assist in the planning of a fundraising event from start to finish. Due to this structure, the position requires a commitment from February through early-August. The event is an annual fundraiser in which teams relay raft in Meredith Bay. In this position, the intern will work closely with staff to communicate with participants, share mission moments and keep participants and their supporters inspired about our organization. The individual will also create and work through a weekly checklist to make sure everything is scheduled and ready for the July event. Writing skills, attention to detail, self-motivation and commitment to deadlines is necessary. This internship is supervised by the Director of Marketing & the Director of Community Outreach.

Essential Duties and Responsibilities

- Work alongside Make-A-Wish staff coordinate logistics of the event.
- Draft a communication plan to maintain communication between the organization and participants leading up to the event.
- Create social media posts promoting the event.
- Coordinating wish families to be involved with the event.
- Assist with thank you letters, participant recognition, and maintaining files for the event.
- Perform data entry in Raiser's Edge database.
- Perform administrative tasks including copying, filing, faxing and typing.
- Answer phones and make calls.
- Provide on-site support for the duration of the Rafting for Wishes event in July.

Qualifications

- Undergraduate student in good academic standing.
- Strong interest in pursuing a career in event planning/development.
- Available for weekly work both spring and summer, as well as on date of the Rafting for Wishes event. Flexibility available for weekly hours.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Proactive, self-directed, and organized.
- Proficiency in Microsoft Word, Excel, Power Point and Publisher.
- Professional knowledge of various social media outlets.
- Commitment to the Make-A-Wish mission.

VOLUNTEER PROGRAMS INTERNSHIP

The Volunteer Programs Internship provides the intern with the opportunity to work with Make-A-Wish New Hampshire's over 150 volunteers. In this position, the intern will learn about and assist in volunteer recruitment, onboarding and training processes as well as volunteer engagement and appreciation. This internship is supervised by the Director of Volunteer Programs.

Essential Duties and Responsibilities

- Maintain volunteer records and files.
- Perform administrative duties including filing and data entry in the Raiser's Edge database.
- Prepare paperwork for wish assignments; prepare and send family packet.
- Write pieces for the volunteer newsletter.
- Assist in the preparation of and co-facilitate Wish Granter trainings.
- Research new volunteer engagement and appreciation ideas.
- Help plan and implement the chapter's volunteer recognition plan.
- Provide support for Wish Granter forums.
- Answer phones and make calls.
- Assist with wish-related special projects as needed.

Qualifications

Skills necessary for this role include:

- Undergraduate student in good academic standing.
- Excellent written and verbal communication skills.
- Proactive, self-directed, and organized.
- Strong attention to detail.
- Ability to maintain a high level of confidentiality.
- Proficiency in Microsoft Word, Excel, Power Point and Publisher.
- Knowledge of Raiser's Edge is a plus.
- Commitment to the Make-A-Wish mission.



How to Apply

All interested applicants must complete an Internship Application and submit along with a cover letter, resume, and two professional or academic references.

Upon reviewing applications, interviews will be conducted, and selected applicants will be required to complete a Criminal Background Check and on-site training.

Please remember: Internship opportunities are volunteer positions and are therefore unpaid however, internships can be completed for college credit.

To request the Internship Application, please contact Olivia Stanas at ostanas@nh.wish.org

