



Development Internship Opportunity

The mission of Make-A-Wish® is to create life-changing wishes for children with critical illnesses. This internship is a meaningful opportunity to share in the power of a child's wish come true, while gaining relevant professional experience at one of the leading Make-A-Wish chapters in the country.

Development interns provide support within three critical areas of the department: Special Events, External (Community) Fundraising Events, and Donor Stewardship. The Development team raises the vital funding necessary on an annual basis to fund wishes and operating costs.

BASIC TASKS INCLUDE, BUT ARE NOT LIMITED TO:

Special Events:

- Provide support to the Director of Special Events with daily tasks associated with the Foundation's signature events; including the Foundation's annual Gala, Walk & Roll for Wishes, and President's Reception
- Research and secure in-kind donations for auction items, including products and experience-based opportunities
- Support special event mailings, gift bag assembly, etc
- Assist with the management of guest lists and data entry, ensuring all guest information is recorded accurately
- Generate new event ideas and develop resources to increase event visibility through social media channels and engage guests and participants
- Hands-on support of day-of event management and execution for all special events during term

External (Community) Fundraising Events:

- Provide support to the Manager of External Events with the daily tasks associated with Community Fundraising
- Assist with promotional event collateral mailings to community fundraisers in support of their efforts
- Attend community fundraising events as a Representative of Make-A-Wish New Jersey to host information tables, collect donations, and potentially speak on behalf of the Foundation
- Assist with online fundraising platform troubleshooting and reporting

Donor Stewardship:

- Provide support to the Stewardship Officer with daily tasks associated with recognizing and stewarding the Foundation's donors; including individuals, event participants, and corporate partners
- Write and edit for external audiences to demonstrate how their donation was used and articulate the impact of a wish
- Support the creation and design of custom recognition pieces for donors; including plaques, photo books, and thank you cards and certificates
- Support recognition of donors of all levels through hand-written thank you notes & thank-a-thons

General

- Assist with answering phones for the organization as needed
- Conduct tours of the Samuel & Josephine Wishing Place to the general public to raise awareness and engagement in the mission
- Adhere to all Make-A-Wish® America performance standards and Make-A-Wish® New Jersey policies and procedures.

REQUIREMENTS:

- College level student receiving credit for internship – Business majors
- Excellent analytical and problem-solving skills
- Excellent organization, communication (verbal and written) and administrative skills; knowledge of standard office protocols and behaviors
- Ability to successfully work in, motivate, and support a collaborative, team-oriented organization.
- Ability to manage multiple projects simultaneously and achieve objectives with a sense of urgency.
- Strong working knowledge of Microsoft Office 2010 or above
- Self-Starter with attention to detail
- Maintain sensitivity and confidentiality of all information received; personal integrity is essential.
- Flexibility with hours for night/weekend planned events.
- Must pass background check, if accepted for this internship.

This internship is an unpaid position.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please email cover letter and resume to internship@nj.wish.org specifying this opportunity in the subject line, the semester you are interested in and if college credit will be received. No phone calls please.