



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.

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 Salesforce database.
- Assist with major fundraising campaigns.
- Help set-up and prepare for monthly Wish Tours.
- Answer phones and make calls.
- Assist in preparing presentation collateral.
- Assist the Wish Team in securing in-kind donations for specific wishes.
- Assist with the planning and logistics of fundraising campaigns.

Qualifications:

- 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, preferred knowledge in Adobe Creative Cloud and Canva.
- Knowledge of Salesforce is a plus.
- Commitment to the Make-A-Wish mission.

Part-time and full-time hours available: approx. 20- 30 hours per week
Consistent availability is needed.





Development- Events and Outreach Internship

The 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.

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 Salesforce database.
- Perform administrative tasks including copying, filing, faxing, and typing.
- Answer phones and make calls.
- Serve as a volunteer at external events.
- Assist with special projects as needed.

Qualifications

- 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 Salesforce is a plus.
- Commitment to the Make-A-Wish mission.

Part-time and full-time hours available: approx. 20- 30 hours per week
Consistent availability is needed.





Program Service Internship

The Program Service 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.

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 Salesforce 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
- Proficiency in Microsoft Word, Excel, Power Point, preferred knowledge in Adobe Creative Cloud.

Qualifications:

- 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 Salesforce is a plus.
- Commitment to the Make-A-Wish mission.

Part-time and full-time hours available: approx. 20- 30 hours per week

Consistent availability is needed.





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.

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:

- 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, preferred knowledge in Adobe Creative Cloud and Canva.
- Familiarity with web design helpful but not required.
- Commitment to the Make-A-Wish mission.

Part-time and full-time hours available: approx. 20- 30 hours per week

Consistent availability is needed.





Database Entry Internship

Maintain an accurate and up-to-date database of stakeholder information using Salesforce.

Essential Duties and Responsibilities:

- Assist with data cleansing and various database tasks.
- Perform administrative tasks including copying, filing, and data entry.
- Work alongside Make-A-Wish staff to enhance efficiencies in support of donor cultivation and granting wishes.

Qualifications:

- Proficiency in Microsoft Word and Excel.
- Database knowledge required; Salesforce strongly preferred.
- Excellent written and verbal communication skills.
- Strong attention to detail in data maintenance and project organization.
- Ability to maintain a high level of confidentiality.
- Analytical skills
- Proactive, self-directed, and organized.
- Commitment to the Make-A-Wish mission.

Part-time and full-time hours available: approx. 20- 30 hours per week

Consistent availability is needed.

