



## **Development Internship**

Madison Region/Madison, Wisconsin

### **POSITION DESCRIPTION**

Assist the Madison Region Wisconsin staff in researching unique and creative events as part of the external event program specific to KFWK, YWOW and volunteers and developing outlines for implementation by volunteer groups. Actively participate in the research, planning, and implementation of Madison region internal events: Wishes by the Bay and Walk for Wishes.

### **PRIMARY GOALS**

- Develop a broad understanding of nonprofit external and internal event operations.
- Develop and/or enhance organizational and multi-tasking skills.
- Learn about corporate and individual giving through fundraising and event planning and implementation.
- Create a lasting connection between the Make-A-Wish® mission and future experiences.

### **KEY RESPONSIBILITIES**

- Assist in the research and planning of potential outside fundraising events for KFWK, YWOW, and volunteers. Will be asked to look broadly at the Midwest and specifically to Wisconsin for viable ideas, focusing on unique, transferrable concepts.
- Prepare marketing description of event and an outline for implementation by third party KFWK, YWOW, and volunteer groups.
- Research other potential volunteer groups that may have an interest in hosting an external event.
- Research potential local area sponsors for these new concepts.
- Assist staff in the planning and implementation of internal events. Tubing for Wishes, Wishes by the Bay, and Walk for Wishes.

### **DESIRED QUALIFICATIONS**

- Sophomore standing or higher; currently enrolled in a college or university, pursuing a degree in Marketing, Business, Public Relations, Communications or related field with a minimum GPA of 3.00/4.00.
- Organized, detail-oriented, capable of managing multiple tasks.
- Strong written and oral communication skills.
- Friendly, outgoing, and able to build rapport with different groups of people.
- Mature, responsible and accountable.
- Experienced in Microsoft Office Suite.
- Previous experience with events and/or history of volunteerism preferred.
- Access to an automobile is essential.
- Familiarity with the Northeast Wisconsin area is helpful.

## TIME REQUIREMENTS

- Student must be able to work within a consistent schedule during normal office hours (preferably 1-2 days per week) for a minimum of 10 hours per week.
- The number of hours per week will vary due to the amount of responsibility assumed, event requirements, etc.
- The duration of the internship is negotiable. Ideal candidates will be available for at least 10 weeks in duration. The opportunity to continue the internship is open and negotiable by both parties pending fit.
- Attendance at occasional evening or weekend meetings and events may be necessary.

## COMPENSATION

- To enable the receipt of college credits, Make-A-Wish Wisconsin will work with you to meet your school's requirements.
- A stipend will be paid based upon the satisfactory completion of the internship.
- Any work-related expenses incurred will be reimbursed.

## APPLICATION PROCESS

Interested applicants should send a cover letter, resume and potential dates of availability via email to Carol Johnson - [cjohnson@wisconsin.wish.org](mailto:cjohnson@wisconsin.wish.org)

The successful candidate will be required to submit to a background check and sign a conflict of interest and ethics statement.

Carol Johnson  
Make-A-Wish® Wisconsin  
1818 Parmenter Street, Ste 310  
Middleton, WI 53562  
[cjohnson@wisconsin.wish.org](mailto:cjohnson@wisconsin.wish.org)

## Summary of MAKE-A-WISH® Wisconsin

**Together, we create life-changing wishes for children with critical illnesses.**

Founded in 1980 when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, the Foundation is now the largest wish-granting charity in the world, with 64 chapters in the U.S. and its territories and 39 affiliates in 50 countries on five continents. With the help of generous donors and volunteers, the Make-A-Wish Foundation grants a wish every 34 minutes and has granted more than 300,000 wishes in the U.S. since inception.

Since the Wisconsin chapter was founded in 1984, more than 7,000 families statewide can attest to the power of a wish. Currently, more than 500 Wisconsin children are in the process of having their special wishes granted. For more information about Make-A-Wish Foundation of Wisconsin or to learn how you can make a difference, please visit [www.wisconsin.wish.org](http://www.wisconsin.wish.org).

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Intern Name

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Intern Signature Date