



Make-A-Wish® Metro New York and Western New York
FUNDRAISING/EVENTS INTERN

Name:	
Job Title: Fundraising and Events Intern, Development	Location: Manhattan
Department: Development	
Supervisory Responsibilities: None	
Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

Position Overview:

The Fundraising and Events Intern will work with special events and community fundraising and donor services. This role will be instrumental in supporting key fundraising initiatives and data tracking to achieve the overarching goal of raising funds to grant the wish of every eligible child.

This is the ideal experience for someone looking into a career in Fundraising although we welcome all interested applicants.

Essential Job Functions:

Special Events and Community Fundraising

- Assist with planning and execution of various special events and community events (see below)!
 - Board of Directors Cocktail Event (September)
 - Cornhole Tournament (September)
 - Golf Outing (April/May)
 - Annual Gala (June)
- Create materials for select community fundraisers (Canva experience a plus)
- Support Kids for Wish Kids and Wishmakers on Campus, our youth-based fundraising, strategy and planning for upcoming school year
- Work with development team to acknowledge donors through thank you letters and phone calls
- Input prospect/ donor action notes into our database, Salesforce
- Assist with solicitation of auction items
- Support events team to publicize and promote events
- Research new prospects and vendors as needed
- Research and prepare auction display items



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- Research in-kind donations and outreach via phone and email
- Organize and take inventory of event items and Make-A-Wish branded swag

Donor Services

- Provide data integrity, data analytics and various project support based on determined need
- Mail acknowledgement process (i.e. fold, stuff and mail out letters)
- Assist with special projects
- Provide support to additional departments as needed

Minimum Qualifications:

- Knowledge and experience of Microsoft Suite (WORD, EXCEL, PPT)
- Mailing (FedEx, UPS, USPS)
- Filing (electronic and paper)
- Strong organizational and interpersonal skills
- Strong writing and verbal skills
- Strong phone/communication skills

Program Expectations:

- Improve interpersonal and professional skillset
- Learn to effectively multi-task
- Learn to work well with others (both staff members and other interns)
- Gain a deep understanding of what the non-profit sector is all about
- Be able to reflect both critically and constructively on your work as an intern for Make-A-Wish
- Provide a short end-of-term presentation for staff members and other interns on your experience and what you learned during your internship
- Must satisfy a minimum requirement of 100 hours

Physical Requirements / Work Environment:

- Must be at least 18 years of age.
- Must be able to sit and/or stand for long periods of time and work on a computer for extended periods.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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Disclaimer

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 staff may be required to perform duties outside of their normal responsibilities as needed. The employee is expected to adhere to all company policies.

How to Apply

Please fill out our [online application](#). *Please note only applications submitted through the Formstack link will be considered for this position.*