



**Make-A-Wish® Metro New York and Western New York
FUNDRAISING & DONOR ENGAGEMENT INTERN**

Name:	
Job Title: Fundraising & Donor Engagement Intern	Location: Manhattan
Department: Development	
Supervisory Responsibilities:	
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:

About Make-A-Wish

Recently rated #2 most loved charity in America, Make-A-Wish creates life-changing wishes for children with critical illnesses and is the world's leading children's wish-granting organization, operating in every community in the United States and in nearly 50 countries worldwide. Together with generous donors, supporters, staff and more than 24,000 volunteers across the U.S., Make-A-Wish delivers hope and joy to children and their families when they need it most. Make-A-Wish aims to bring the power of wishing to every child with a critical illness because wish experiences can help improve emotional and physical health. Since 1980, Make-A-Wish has granted more than 520,000 wishes worldwide; more than 350,000 wishes in the U.S. and its territories alone.

About Metro New York chapter/position:

At Make-A-Wish, we are more than a great place to work – our work is life-changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thought and experiences, are united in purposeful work. We are fueled and guided by our values – values that are represented in the inspired people we work with and the life-changing work we do, every day.

The Make-A-Wish Metro New York chapter is one of the organization’s largest, serving the five boroughs of Manhattan and Long Island. We are a hardworking, fun, collaborative team who loves to mentor our interns and give them tangible experience they can use for their future careers (we have many full-time employees who started in our intern program!)

Interns will gain valuable, tangible experience in the world of fundraising and non-profit marketing and will work with various portfolios of the development team including philanthropy, annual giving, and corporate relations.



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This role will be instrumental in supporting and executing key fundraising initiatives and data tracking to achieve the overarching goal of raising funds to grant the wish of children who are living with a critical illness.

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

Essential Job Functions:

- Assist with the process of donor engagement across various channels – individual giving, major giving, corporate engagement.
- Work with the individual and corporate giving teams as needed to create fundraising appeals, quarterly newsletters and reports, promotions around highlighted calendar drive times, and direct mail. Creative interns will use Canva to help with overall design and aesthetic of promotional materials.
- Help create and execute key events – may include intimate donor events, corporate engagement events, wish granting events, etc.
- Assist with management of Salesforce donor database and generate fundraising reports/lists as needed.
- Input prospect/donor action notes into the Salesforce database and ensure portfolios are updated within the database.
- Research and identify new prospects, donors, and trends in the non-profit landscape.
- Monitor open and click-thru rates of chapter newsletters and compile reports on donor feedback and campaign results.
- Help craft donor surveys and analyze responses on platforms such as SurveyMonkey.

Minimum Qualifications:

- Knowledge and experience of Microsoft Suite (WORD, EXCEL, PPT)
- Salesforce experience a plus
- Willingness to learn about fundraising, event management, and donor outreach
- Enterprising, out-of-the-box thinker with an ability to work independently
- Organized and able to collaborate cross functionally
- Effective writing, verbal and interpersonal skills
- Strong phone/communication skills
- Ability to research, organize, and meet deadlines well as collaborate with a team
- Must be at least 18 years of age and enrolled in undergraduate studies program
- Previous experience in the nonprofit sector a plus but not necessary



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Program Expectations:

- Improve interpersonal and professional skillset
- Learn to effectively multi-task
- Develop/broaden digital platform skills such as Salesforce, Constant Contact, Canva, Luminate, Asana, SurveyMonkey
- Gain a deep understanding of the nonprofit sector
- Be able to reflect both critically and constructively on your work as an intern for Make-A-Wish
- Learn to work well with others (both staff members and other interns)
- 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
- Internship is for college credit only; maximum of 20 hours a week

****A complete resume and cover letter on why you would like to become part of the Make-A-Wish family; applications without a cover letter will not be considered****

Location

This internship is based in our offices in New York City, close to Grand Central, Penn Station and the Port Authority Bus Terminal. Excellent candidates will be considered for remote positions.

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.**