



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

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| Name: | |
| Job Title: Fundraising and Special Events Intern | 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 to grow into a career in Fundraising/Development although we welcome all interested applicants.

Essential Job Functions:

Special Events Responsibilities:

- Assist with planning and execution of various special events (see below)
 - Spirits, Wine & Wishes (March)
 - Annual Gala (June)
 - Golf Outing (July)
- 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

Community Fundraising Responsibilities:

• External Events (Peer to Peer) Support:

- Assist in the planning and organization of community fundraising events, including logistics, marketing collateral, research support and more for events such as third-party events, golf outings, endurance/running events, youth events and volunteer leadership events
- This will include supporting and strategy for our youth fundraising programs, Kids for Wish Kids and Wishmakers on Campus

• Marketing and Creative Support:

- Support the creation and distribution of marketing materials, social media content, and other promotional efforts to increase event visibility and attendance.
- *Canva Experience is a Plus*

• Donor Engagement

- Help in growing peer to peer fundraisers, providing stewardship (thank you)
- Help to support our Team Make-A-Wish athletes during their journey. This can include events such as TCS New York City Marathon, United Airlines NYC Half, Hamptons Race Series and more.

• On-Site Event Support (Full Schedule based off Semester)

- Provide on-site assistance during events, including setup, registration, coordination of activities, and post-event cleanup.

• Data Management & Research Projects:

- Support with maintenance of records, updating actions in both offline and CRM database.
- Lead various research projects to help team knowledge of peer-to-peer fundraising

• Administrative Support

- Perform various administrative tasks related to event planning and fundraising

Donor Services Responsibilities

- 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:



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- Knowledge and experience of Microsoft Suite (WORD, EXCEL, PPT)
- Knowledge of Canva or other Creative Services site
- 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.*