



Development Intern

At Make-A-Wish, we believe wishes have the power to give children renewed energy and strength, bring families closer together and unite entire communities. Together, we can improve the lives of children battling critical illnesses by joining together to bring strength, hope and joy.

Goals

- Support overall development efforts of the chapter, which include cultivating, soliciting and stewarding individual, corporate and foundation donors.
- Increase awareness of Make-A-Wish® in the Texas Gulf Coast & Louisiana communities.

Position Overview

- Assist in the coordination of our chapter's involvement in national fundraising partnerships and initiatives.
- Coordinate donor stewardship activities and projects that include, gathering wish stories to share with donors, coordinating donor mailings, ordering and delivering donor appreciation gifts, writing thank you notes and creating other stewardship materials.
- Assist with community fundraising, events, and tabling events.
- Assist in donor/sponsor recognition efforts online via social media accounts and local website.
- Support communications - Utilize design programs, like Canva, to design and develop materials to be shared on social media and with current/prospective financial supporters
- Research donor prospects, including individuals, companies, and foundations.
- Assist the development team in coordination of wish experiences that bring the mission to life for our donors

Desired Qualifications

- Preferred Majors: Non-Profit Management, Communications, Business, Event Planning, Hospitality, Human Social Services, or related field
- Ability to learn quickly and work independently
- Confidence in seeking clarification of assigned projects
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to multi-task and handle multiple projects while staying organized
- Strong verbal and written communication skills
- Comfort with cold-calling situations
- Effective problem solver
- Reliable transportation
- Ability to maintain confidentiality

Location of Opportunity

This role will take place primarily at our chapter office in Stafford, TX. Remote work may be offered in certain circumstances.

Commitment

- Minimum of 15-20-hour work week preferred
- Remote/Offsite work and/or evening hours may be permitted depending on the project
- Conform to a business casual dress code
- Complete all volunteer requirements: volunteer application, background screening and orientation
- Complete appropriate training as deemed appropriate by chapter staff
- Complete assigned Make-A-Wish University Onboarding online courses within 3 weeks of start date
- Provide and receive ongoing performance evaluation feedback from chapter staff

Join Our Team of Inspired People Transforming Lives

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

For immediate consideration, please send your resume, cover letter and volunteer application to Nikki Eliason, Volunteer Manager at neliason@texgulf.wish.org. Please include any requirements outlined by your academic institution for dates and hours of internship.

*no phone calls please

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.