



SPECIAL EVENTS AND DEVELOPMENT INTERSHIP – MADISON OFFICE

DEPARTMENT

Development and Communications

POSITION SUMMARY: Responsible for assisting the development team in event production and management, brand management, relationship management, prospect research, general fundraising, Wish Alum engagement, and volunteer relations.

MAJOR RESPONSIBILITIES:

- Assist with the research planning and execution of our annual Wishes by the Bay event, Country Club Challenge outing, and Walk for Wishes event.
- Review and analyze event success and wrap-up of each internal event.
- Observe committee meetings, provide value and input.
- Assist in the writing and/or editing of various content.
- Prepare materials and collateral for all events and fundraisers.
- Assist with Wish Alum engagement program.
- Assist in securing in-kind donations for event auctions via phone calls and online applications.
- Potential to speak at local events about Make-A-Wish.
- Assist with implementing or furthering the Wishmakers on Campus program.
- Assist with various roles at local external events.
- Research local companies to further the Make-A-Wish mission.

DESIRED QUALIFICATIONS:

- At least junior standing and enrolled in a college or university, pursuing a degree in Marketing, Business, Public Relations, Communications, or related field with a minimum GPA of 3.0/4.0.
- Organized, detailed-oriented, capable of managing multiple tasks.
- Strong written and oral communication skills.
- Friendly and able to build rapport with different groups of people.
- Mature and responsible.
- Experienced in Microsoft Office.
- Previous events and/or volunteering experience preferred.
- Access to an automobile is essential.
- Familiarity with Metro-Madison area helpful.

TIME REQUIREMENTS:

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

COMPENSATION:

- This is a volunteer position. To enable the receipt of college credits, Make-A-Wish Foundation will work with candidate to meet school's requirements.
- A stipend will be paid upon the satisfactory completion of the internship hours as required and state above.
- Any work-related expenses will be reimbursed.

APPLICATION PROCESS:

Interested applicants should send a cover letter, resume and potential dates of availability via email to Carol Johnson, Madison Regional Director - cjohnson@wisconsin.wish.org

If you prefer to mail, please send a cover letter, resume, to:

Carol Johnson
Make-A-Wish Wisconsin
1818 Parmenter Street, STE 310
Middleton, WI 53562

No phone calls please

The chosen candidate will be required to submit to a background check and sign a conflict-of-interest statement and ethic statement.

SUMMARY OF MAKE-A-WISH WISCONSIN

The Make-A-Wish Foundation grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy.

Founded in 1984, the Make-A-Wish Wisconsin is part of the largest wish-granting charity in the world, with 60 chapters in the United States and its territories and 27 international affiliates spanning five continents. The chapter has granted over 7,000 wishes since its inception.

Since 1980, the Make-A-Wish Foundation has enriched the lives of children with life-threatening medical conditions through its wish-granting work. The Foundation's mission reflects the life-changing impact that a Make-A-Wish® experience has on children, families, referral sources, donors, sponsors and entire communities, The Foundation is a 501(c)(3) organization funded by donations.

Intern Name

Intern Signature

Date