



Make-A-Wish® Metro New York and Western New York
DEVELOPMENT INTERN

Job Title: Development Intern	Location: Manhattan
Reports to: The Development Team	
Supervisory Responsibilities: None	
Type of position: ☐ Full-time ☐ Part-time ☒ Intern	Unpaid, eligible for school credit

Position Overview:

The Development Intern will play a key role in supporting Make-A-Wish Metro New York's fundraising, alumni engagement, and special events initiatives. This position offers hands-on experience across multiple areas of nonprofit development, including event planning, donor stewardship, creative storytelling, and database management. The intern will assist with organizing alumni stories, supporting community fundraising campaigns, helping to plan and execute major events, and contributing to donor communications and prospect research. This role is ideal for a motivated individual interested in learning about nonprofit fundraising, event management, and community engagement while making an impact in granting life-changing wishes.

Essential Job Functions:

Alumni Engagement:

- Organize and archive wish stories, photos, and testimonials.
- Maintain alumni database and assist with follow-up calls and mailings to families.
- Help identify compelling alumni stories for outreach and fundraising.

Community Fundraising:

- Support planning and execution of events like third-party fundraisers, endurance races, and youth campaigns.
- Assist with social media, marketing materials, and donor communications (Canva experience a plus).
- Help with on-site event logistics, data entry, and research projects.

Special Events:

- Assist with major events including Gala, Spirits, Wine & Wishes, and Golf Outing.
- Support donor stewardship (thank-you calls, letters), auction prep, and vendor research.
- Maintain event materials and branded inventory.

Development & Donor Engagement:

- Draft program impact stories, creative materials, and stewardship pieces.
- Support campaigns, mailings, and donor communications across all channels.
- Enter data in Salesforce and research new prospects and fundraising trends.



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Minimum Qualifications:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); familiarity with Salesforce is a plus
- Strong written, verbal, and interpersonal communication skills, including comfort on the phone
- Detail-oriented, organized, and able to manage multiple tasks and deadlines
- Creative thinker with a proactive attitude and the ability to work independently and as part of a team
- Willingness to learn and grow in areas such as fundraising, donor engagement, and event planning
- Ability to conduct research and contribute to project planning and execution
- Must be at least 18 years of age and currently enrolled in an undergraduate program
- Prior experience in the nonprofit sector is helpful, but not required

Program Expectations:

- Strengthen professional and interpersonal communication skills
- Build confidence in multi-tasking and project management
- Gain hands-on experience with digital platforms such as Salesforce, Canva, Luminate, etc.
- Develop a deeper understanding of nonprofit operations and mission-driven work
- Reflect critically and constructively on your impact and contributions during the internship
- Collaborate effectively with staff, fellow interns, and volunteers
- Complete a brief end-of-term presentation summarizing your experience and key takeaways
- Fulfill a minimum of 100 internship hours
- This is an unpaid internship; however, it is eligible for academic credit

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

Compensation: This is an unpaid internship opportunity, but eligible for school credit.

Location: The Metro Office is located at 1745 Broadway, New York, New York

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



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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 [here](#).