



Job Description

Development & Events Intern

Positions Available: 1 (Fall Semester)

Classification: Unpaid

Hours: Flexible within normal business hours (ideally 10-15 hours per week)

Location: in-person, in-office, 190 Hayfield Rd Knoxville, TN 37922

The Development & Events Intern will play an important role in supporting Make-A-Wish East Tennessee's fundraising, donor stewardship, and event efforts. This internship offers hands-on experience in nonprofit development, event planning, donor relations, community partnerships, and marketing while helping grant life-changing wishes for children with critical illnesses.

The intern will work in the office at a dedicated desk with a supplied laptop computer.

Duties include but are not limited to:

- Support donor stewardship efforts, including thank-you communications and donor recognition.
- Assist with direct mail campaigns, database maintenance, and donor outreach tracking.
- Help coordinate school-based fundraising and community engagement initiatives.
- Provide administrative and logistical support for fundraising events.
- Assist with sponsorship tracking, auction procurement, and donor relations.
- Manage and organize donated items, auction listings, and event materials.
- Support volunteer coordination, event setup, and event-day execution.
- Create marketing materials and social media content using Canva.
- Assist with fundraising and event management platforms, including OneCause.
- Perform other duties as needed to support the mission of Make-A-Wish East Tennessee.

Ideal candidate(s):

- Good communication skills, orally and written
- Works well with others, contributes to a positive team environment
- Demonstrates leadership and decision-making abilities
- Initiates things independently to help improve the organization
- Reliable and inspires trust in others
- Treats everyone with respect and maintains a high level of professionalism

To apply, please send your resume and a brief statement of interest to Bridgitte Lucas at blucas@etn.wish.org. For questions or additional information, call (423) 602-9953.