



Make-A-Wish Foundation® of Wisconsin
NORTHEAST WISCONSIN INTERNSHIP

DEPARTMENT

Public Relations, Special Events & Program Services

POSITION DESCRIPTION

Assist the Appleton Field Office staff with the early stages in promotion and planning of signature fundraising events with an emphasis on Gourmet Wishes, Golf Outings and Walk & Run for Wishes. May also assist with external fundraising programs, database entries, wish planning and general office duties as assigned.

GOALS

1. Learn strategies to plan, execute and market special events.
2. Learn about corporate and individual giving through fundraising and event outreach.
3. Create a lasting connection between the Make-A-Wish® mission and future experiences.

KEY RESPONSIBILITIES

1. Assist in planning details for signature events, including Gourmet Wishes, Golf Outings, Walk & Run for Wishes and other fundraising programs.
2. Assist in securing in-kind donations and planning event auctions through mailings, phone calls, etc.
3. Represent the Foundation at events as appropriate.
4. Write and distribute press releases on internal and external fundraisers, wishes and other Foundation news as needed.
5. Assist in the writing and/or editing of special newsletter articles and Web site articles as needed.
6. Enter important wish and donor information into our Raiser's Edge database.
7. Contact wish families about various wish enhancements/opportunities as needed.
8. General office work will be required.

DESIRED QUALIFICATIONS

1. At least sophomore 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 3.00/4.00.
2. Organized, detail-oriented, capable of managing multiple tasks.
3. Strong written and oral communication skills.
4. Friendly and able to build rapport with different groups of people.
5. Mature and responsible.
6. Experienced in Microsoft Office Suite.
7. Previous events and/or volunteering experience preferred.
8. Access to an automobile is essential.
9. Familiarity with the Northeast Wisconsin area helpful.

TIME REQUIREMENTS

- Student must be able to work within a consistent schedule during normal office hours: 2-3 days/week preferred, a minimum of 10-15 hours/week (exact amount of hours per week will be determined by your supervisor), and a minimum duration of at least 10 weeks' time for internship required.
- The number of hours per week will vary due to the amount of responsibility assumed, event requirements, and/or volunteer trainings, etc.
- Attendance at occasional evening or weekend meetings and events may be necessary.
- Internships are available throughout the year.

COMPENSATION

- To enable the receipt of college credits, Make-A-Wish Wisconsin will work with you to meet your school's requirements.
- A stipend will be paid based upon the satisfactory completion of the above time requirements and the satisfactory completion of the internship.
- Any work-related expenses incurred will be reimbursed.

APPLICATION PROCESS

Interested applicants should send a résumé and references via e-mail, mail or Fax to:

Amy Neumeyer
Intern Search
Make-A-Wish Foundation® of Wisconsin
100 W. College Ave., Suite 50E
Appleton, Wisconsin 54911
Phone: 920.993.9994
Fax: 920.993.9996
Email: aneumeyer@wisconsin.wish.org
Web site: www.wisconsin.wish.org

No phone calls please.

The chosen candidate will be required to submit to a background check, complete volunteer application and sign a conflict of interest and ethics statement.

MAKE-A-WISH® Mission Statement

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

Intern Name

Intern Signature

Date