



Make-A-Wish Foundation® of Wisconsin
Madison Regional Office Internship
Summer through Academic Year

POSITION SUMMARY: Supports the Madison Regional Office staff with planning, promoting and executing a variety of fundraising events. Assists with volunteer coordination and wish planning activities. Performs general office duties.

PRIMARY GOALS:

- Develops a broad understanding of nonprofit operations.
- Gains real-life experience in special event administration, development and communications.
- Creates a lasting connection between the Make-A-Wish® mission and future experiences.

KEY RESPONSIBILITIES:

- Supports Kids for Wish Kids® program and assists with fundraising events.
- Fosters volunteerism and fundraising by UW-Madison student groups.
- Represents Make-A-Wish® Wisconsin at events, promotions and speaking engagements as appropriate.
- Conducts internet research and other inquiries to help identify new fundraising opportunities.
- Gains familiarity with Raiser's Edge donor database; performs occasional data entry and search functions.
- Assists with writing and editing press releases, website postings, wish stories and newsletter articles.
- Contacts wish families about various wish enhancements and speaking opportunities.
- Schedules volunteers for events, promotions and presentations.
- Aids in the recognition and stewardship of sponsors and donors.
- Performs a variety of general office tasks.
- Assists with planning of signature events such as *Women for Wish Kids* and *Walk for Wishes*:
 - Solicits and secures in-kind donations; requests/compares bids and schedules vendors.
 - Creates and administers various aspects of communication strategy.
 - Contacts and schedules volunteers for various duties and performs other duties as assigned.
 - Promotes growth in team participation and encourages team fundraising initiatives (*Walk for Wishes*).

DESIRED QUALIFICATIONS:

1. Sophomore standing or higher; currently enrolled in a college or university pursuing a degree in Marketing, Nonprofit Management/Leadership, Public Relations, Communications or related field with a minimum GPA of 3.00/4.00.
2. Organized, detailed-oriented, capable of managing multiple tasks and meeting deadlines.
3. Strong written and verbal communication skills.
4. Outgoing and able to build rapport with diverse populations.
5. Previous experience with special events and history of volunteerism preferred.
6. Solid experience in Microsoft Office Suite.
7. Access to an automobile desirable.

TIME REQUIREMENTS:

1. Student must be able to work a consistent schedule during normal office hours (9:00am to 5:00pm) starting in June (The student and supervisor will work together to determine the exact starting date). A minimum of 10-15 hours per week (2-3 days/week is preferred) for a duration of 10 weeks or more is required. The student and supervisor will work together to determine exact hours. An evaluation will take place in late November/early December at which time both the intern and supervisor will determine if the internship will continue until May/June.
2. The number of hours per week will vary due the amount of responsibility assumed, event requirements, and/or volunteer trainings, etc...
3. Attendance at occasional evening or weekend meetings and events may be necessary.

COMPENSATION:

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

APPLICATION PROCESS:

Interested applicants should submit a cover letter, resume, three references and dates/times of availability via mail, fax or email to:

Make-A-Wish Wisconsin
Attn: Christy Ehlert/Intern Search
1 South Pinckney Street, Suite 40
Madison, WI 53703
Fax: 608.252.4320 • Email: cehlert@wisconsin.wish.org

No phone calls please. In-person interviews will take place at the Madison Regional Office. The chosen candidate will undergo a background check, complete a volunteer application and sign a conflict of interest and ethics statement.

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.

Founded in 1980 when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, Make-A-Wish is now the largest wish-granting charity in the world, with 61 chapters in the U.S. and its territories and 37 affiliates on five continents. With the help of generous donors and 25,000 volunteers, Make-A-Wish grants a wish every 38 minutes.

Since the Wisconsin Chapter was founded in 1984, more than 5,000 families statewide have experienced the power of a wish. Last year alone, the Chapter granted 356 wishes. Currently, more than 320 Wisconsin children are in the process of having their special wishes granted. For more information about Make-A-Wish Wisconsin or to learn how you can make a difference, please call 608.252.4322 or visit wisconsin.wish.org.

Intern Signature

Date