



Northeast Wisconsin Internship

POSITION DESCRIPTION

Support the Northeast Wisconsin staff with the planning, promotion and execution of a variety of fundraising events and general office duties as needed.

PRIMARY GOALS

1. Develops a broad understanding of nonprofit operations.
2. Develop and/or enhance organizational and multi-tasking skills.
3. Learn about corporate and individual giving through fundraising and event outreach.
4. Create a lasting connection between the Make-A-Wish® mission and future experiences.

KEY RESPONSIBILITIES

1. Assist in planning details for special events, including Gourmet Wishes, Golf Outings, Walk for Wishes and other fundraising programs.
2. Assist in securing in-kind donations for event auctions through phone calls & online applications.
3. Represent the Foundation at events as appropriate.
4. Research potential sponsors for internal and external events.
5. Assist in the writing and/or editing of special newsletter articles and Web site articles as needed.
6. Enter important donor information into our Raiser's Edge database.
7. General office work will be required.

DESIRED QUALIFICATIONS

1. Sophomore standing or higher; currently 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. Outgoing and able to build rapport with different groups of people.
5. Mature and responsible.
6. Experienced in Microsoft Office Suite.
7. Previous experience with special events and history of volunteerism preferred.
8. Access to an automobile is essential.
9. Familiarity with the Northeast Wisconsin area is helpful.

TIME REQUIREMENTS

- Student must be able to work within a consistent schedule during normal office hours (9 a.m. – 5 p.m.) 2-3 days/week preferred, a minimum of 10-15 hours/week (exact number 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.

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 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:

Emma Klister
 Make-A-Wish® Wisconsin
 100 W. College Ave., Suite 50E
 Appleton, Wisconsin 54911
 Phone: 920.993.9994
 Fax: 920.993.9996
 Email: eklister@wisconsin.wish.org
 Web site: www.wisconsin.wish.org

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

MAKE-A-WISH® Mission Statement

Together, we create life-changing wishes for children with critical illnesses.

Founded in 1980 when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, the Foundation is now the largest wish-granting charity in the world, with 64 chapters in the U.S. and its territories and 39 affiliates in 50 countries on five continents. With the help of generous donors and volunteers, the Make-A-Wish Foundation grants a wish every 34 minutes and has granted more than 300,000 wishes in the U.S. since inception.

Since the Wisconsin chapter was founded in 1984, more than 6,500 families statewide can attest to the power of a wish. Last year, the chapter granted a record-breaking 402 wishes. Currently, more than 380 Wisconsin children are in the process of having their special wishes granted. For more information about Make-A-Wish Foundation of Wisconsin or to learn how you can make a difference, please visit www.wisconsin.wish.org.

Intern Name

Intern Signature

Date