

## Event Planning & Fundraising Intern

### Part-Time Internship

We are a non-profit organization with a mission to enhance the lives of children fighting a terminal or life-threatening condition by providing extraordinary experiences. . . and more.

Going beyond the wish. . . more is

. . . granting wishes for kids from birth to their 19th birthday.

. . . Scholarship of Hope: Each wish child is presented with a certificate of a financial grant to apply to any higher education institution.

. . . granting popular Minnesota wishes; such as hunting, fishing, snowmobiles, and boats.

. . . Memorials: Sadly, not all of the eligible children are able to experience a wish. In this unfortunate situation, Wishes & More will give a monetary gift to the family to use at their discretion.

We have a small staff with a large volunteer base located in Fridley, MN on the northeast corner of Hwy 65 and 694.

<http://www.wishesandmore.org>

**Schedule:** Flexible

**Location:** Fridley, MN

\*\*\*Multiple Positions Available

#### Position Detail:

We are looking for a volunteer intern to work with our Development Team. This unpaid intern will obtain work experience with a non-profit organization and will support our office personnel in all areas of fundraising and volunteer management through recruiting/ managing volunteers and procuring auction items. A primary focus will be the 2019 WAM Winter Ball taking place on March 2<sup>nd</sup>.

#### Responsibilities:

- Represent Wishes & More at internal and external meetings & events
- Recruit and organize volunteers for Annual Winter Ball
- Effectively communicate with a large group of volunteers
- Oversee Auction Solicitation Committee and ensure auction donation benchmarks are being met
- Assist in coordination, tracking and managing in-kind donations
- Assist in event planning and execution of major fundraising events for Wishes & More
- Other duties as assigned.

**Time Commitment:** Weekly commitment – 10-20 hours per week Fall 2018 – End of March

#### Qualifications:

- Marketing, Public Relations or Communications areas of study preferred and/or an interest in non-profit organizations
- Proficient in Microsoft Office programs – specifically Microsoft Excel
- Strong organizational skills
- Strong listening, oral and written communication skills
- Resourcefulness, problem-solving skills, ability to take initiative and to work both independently and as a team
- Willingness to accept a variety of tasks
- Positive attitude

**Application Deadline:** Open Until Filled

**Please send Resume & Cover Letter to:**

961 Hillwind Road

Fridley, MN 55432

Fax: 763-502-4707

E-mail: [rachel@wishesandmore.org](mailto:rachel@wishesandmore.org)