



Corporate Development – Summer 2019 Internship Job Description

Make-A-Wish grants life-changing wishes for children with critical illnesses. To grant more than 400 wishes each year, Make-A-Wish Greater Bay Area leverages support from corporate sponsors in the form of cause-marketing promotions, wish adoptions and event sponsorships. The Corporate Development Department raises \$1.7 million in donations to help make those wishes come true. The Corporate Development Intern supports the Corporate Development Department with our major summer corporate campaigns.

This position would help execute the summer campaigns by working with various corporate sponsors as well as Make-A-Wish volunteers. Tasks related to this position will include but are not limited to:

- Email and phone correspondence with corporate and event partners throughout the Bay Area.
- Email and phone correspondence with volunteers
- Maintaining campaign data
- Creating and sending campaign marketing materials
- Assist in planning wish reveals/celebrations
- Assist in planning campaign events
- Assist in marketing and media planning

Qualifications desired for this position:

- Good organization skills and ability to multitask
- Excellent communication skills, both written and verbal
- Professional demeanor
- Familiarity with Outlook, Microsoft Word, Excel and PowerPoint
- Interest in corporate relations or marketing
- Self-starter, desire to learn more about the nonprofit industry

Availability:

- June 3rd, 2019 through the end of August
- Minimum of 10 hours per week, up to 15 hours

No major course of study is required but marketing, communication, nonprofit experience is preferred.

Minimum G.P.A. is 3.0

This is a volunteer (unpaid) position. College credit may be available depending on the requirements of your college or university.

Interested applicants should send a cover letter and resume via email or mail to:

Corporate Intern Search
Make-A-Wish® Greater Bay Area
1333 Broadway, Ste 200 Oakland, CA 94612
volunteer@sf.wish.org

No phone calls please.

Make-A-Wish Greater Bay Area grants wishes to children with critical illnesses between the ages of 2 ½ and 18.