Individual Giving Development – Summer 2020 Internship

Make-A-Wish® Greater Bay Area grants life-changing wishes for children between the ages of 2 ½-18 with critical illnesses. To grant nearly 400 wishes each year, Make-A-Wish® Greater Bay Area leverages support from individual donors in the form of individual contributions (online or through direct mail) and via planned gifts.

Summary of Responsibilities:

- Researching potential donors' and current donors' giving capacity
- Assisting in the Grant Writing process
  - Researching new grant opportunities
  - Writing and Drafting Grants in collaboration with the Development Team
- Assist in Database Cleanup projects
- Calling current individual donors and thanking them for their recent contributions
- Assist in special projects including, but not limited to:
  - Our Wishes on the Vine events
  - Wish it Forward

Qualifications Desired for this position:

- Passion for the mission and vision of Make-A-Wish
- Good organization skills and ability to multitask
- Strong communication skills, both written and verbal
- Professional demeanor
- Familiarity with Outlook, Microsoft Word, Excel, PowerPoint, etc.
- Interest in the process of prospect research
- Writing experience is a plus
- CRM experience is a plus or Interest in learning
- Self-starter, desire to learn more about the nonprofit industry

Commitment:

8-15 hours per week; flexible.

Development, fundraising, database, and nonprofit experience is preferred.

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:

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