



Development Internship

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

Overview: The Oregon chapter was created in 1983, and is one of 59 chapters in the U.S. The chapter has granted more than 4,800 wishes in Oregon and Clark County, Washington.

Internship: The Development Department at the Portland office is searching for an intern. This unpaid internship opportunity will enhance the student's communications and fundraising skills, which can be utilized in future for-profit or non-profit work experiences. This internship may count for college credit as the university or college allows.

Desired Qualifications and Skills:

- Junior or Senior undergraduate student, or recently graduated, with a degree in communications, marketing, business, English, or a related field.
- Excellent communication and organizational skills; proven writing experience a plus.
- Ability to work within deadlines and in a professional manner.
- Experience with the internet, Microsoft Word and Excel required. Skills with PowerPoint, InDesign, Photoshop, or other design/layout programs a plus.
- Must have personal transportation to and from the Portland office.
- Willing to complete background check and sign a confidentiality agreement.

Availability: 15 – 20 hours per week for 12 weeks (*Requirement: minimum 200 hours*)

- Internship available, depending on student's academic schedule.
- Three to five days per week, depending on schedule and school requirements.

Responsibilities: Assist the Development department with:

- Assist with fundraising events such as the *Wish Upon A Car Raffle, World Wish Day, Trailblaze Challenge*, golf tournaments, external events and preparations for *Season of Wishes* (winter campaign) and *Wish Ball* (fall gala) dependent on the timeframe of internship
- Donor recognition and other department support
- Salesforce training and data entry as needed
- Assist with grants or other fundraising proposals
- Possibility of hours outside of normal work hours for events or projects

To Apply: Email these items to Darcie LaMotte-Waage (dlamotte@oregon.wish.org)

- Cover letter (*include your preferred start/completion dates based on school schedule*)
- Current resume (*including relevant classes/projects*)
- Three writing samples (*and two design samples in PDF if you have layout experience*)
- Three references (*contact info and relationship to applicant*)

