



Wildlife In Need Center

Development Intern

The main focus of this internship is to provide assistance to WINC staff and the Development Committee for WINC fundraising activities and events.

Internship responsibilities include, but are not limited to:

- Draft press releases and Marketing releases to social media
- Answer Phones as necessary
- Interact with walk-in admits and requests.
- Assist Dev/Market Director as assigned.
- Draft and send donor communications
- Donor database entries
- Assist in editing the membership newsletter
- Event planning and support
 - Participate and Attend (as worker) to all available special and offsite events.
 - Create, print, and mail invitations and save the date cards
 - Solicit auction and raffle donations
 - Sell raffle and event tickets
 - Organize donated items into auction and raffle packages
 - Create and print name tags, table cards, auction bid sheets, gift certificates, display materials, and programs
 - Set up auction and raffle items at events
 - Greet and check in guests at events
 - Fill out bills and deliver them to guests at events
 - Help guests pick up auction and raffle items
 - Pack up materials for transport back to WINC

Qualifications:

- Demonstrates good interpersonal and organizational skills and the ability to work well within a team structure.
- Able to learn quickly and complete tasks within agreed upon timeframes.
- Fundraising and event experience is helpful, but not required for this position.

It is estimated this position will require approximately 10 hours per week during the semester. Hours are flexible around your school schedule and may include evenings and weekends. There is a potential to continue providing assistance to WINC after semester classes end. After fulfilling requested responsibilities and at the end of the semester, a stipend of \$200 will be provided to this intern.

To apply, please email your resume with “WINC development internship” in the subject line to: Kim Banach, kbanach@helpingwildlife.org