



## **Wildlife In Need Center** **Marketing / Development Internship Opportunity**

Wildlife In Need Center (WINC) is a 501c3 registered nonprofit whose mission is to:

- Provide wildlife rehabilitation to Wisconsin wildlife with the intent to release back to their native habitat,
- Conduct research designed to further the positive impact of rehabilitation, and
- Provide quality community education programs and services.

WINC annually treats up to 3,360 animals of over 140 species. Over 61,180 injured, sick or orphaned animals have passed through the Wildlife in Need Center's doors since January 1, 1994.

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

Internship responsibilities may include, but are not limited to:

1. Draft press releases and Marketing releases to social media
2. Answer phones as necessary
3. Interact with walk-in patient admits, donations and requests
4. Draft and send donor communications
5. Donor database entries
6. Assist in editing the membership newsletter
7. Create mailing lists
8. Website maintenance for events and blog posts
9. Create and schedule Facebook posts
10. Event planning and support
  - A. Create, print, and mail invitations and save the date cards
  - B. Solicit auction and raffle donations
  - C. Contact potential auction sponsors
  - D. Sell raffle and event tickets
  - E. Organize donated items into auction and raffle packages
  - F. Create and print name tags, table cards, auction bid sheets, gift certificates, display materials, and programs
  - G. Set up auction and raffle items at events
  - H. Greet and check in guests at events
  - I. Staff an event booth to provide information about WINC
  - J. Assist guests when picking up auction and raffle items
  - K. 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 that this position will require approximately 20-24 hours per week, mid-May through mid-August. 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. Part-time internships are unpaid.

To apply, please email your resume with "WINC Marketing/Development Internship" in the subject line to: Debbie Verhalen, WINC Marketing, [dverhalen@helpingwildlife.org](mailto:dverhalen@helpingwildlife.org).