Development Internship

Make-A-Wish® Utah has an opening for a Development Intern. This person will work under the direction of the Director of Development and will gain experience in nonprofit fundraising, relationship building, donor research and portfolio management.

**Hours: 8-10 hours per week, flexible schedule**  
**Duration: One semester or longer**  
**Location: 771 East Winchester, Murray, UT 84107**

**RESPONSIBILITIES**
Reporting to the Director of Development, the development intern will have the following responsibilities:

- Support the Director of Development with fundraising activities, including donor research, securing donor appointments, organizing meeting materials and preparing stewardship pieces.
- Assist with the planning of donor cultivation events.
- Provide editing support.
- Maintain up-to-date development documents and databases.
- Record contact reports in database.
- File documents, organize supplies and perform any other duties as requested and assigned.

**QUALIFICATIONS**

- Excellent writing and editing skills
- Attention to detail
- Proficient with Microsoft Office and social media platforms
- Basic knowledge of design software (e.g. Adobe Illustrator, InDesign and Photoshop, etc.), or willingness and aptitude for learning new programs

**BENEFITS**

- Opportunity to attend wish-related events, wish family activities and fundraising events
- Resume credit with a nationally recognized nonprofit organization

**TO APPLY** ~~ Email resume and cover letter to: jhortin@utah.wish.org

**About Make-A-Wish® Utah**

Make-A-Wish® grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. With the help of generous donors and volunteers, Make-A-Wish® Utah grants over 160 wishes a year. Located in its facility in Murray, A Wishing Place, the Foundation offers a quality wish experience that includes a magical wish-making ceremony in the Wishing Tower, special wish tokens to throw in a wish fountain, and plenty of room for wish-granting celebrations. For more information, visit [www.utah.wish.org](http://www.utah.wish.org).