

Make-A-Wish®**Utah**

771 E Winchester
Murray, Utah 84107
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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.