

Make-A-Wish®**Utah**

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Development Intern - Corporate & Foundations

Make-A-Wish® Utah has an opening for a **Corporate & Foundations Intern**. This person will work under the direction of the Corporate and Foundations Manager and will gain experience in many different facets of development, fundraising, foundation research, grant writing, donor stewardship and overall fundraising strategy.

Hours: 10-15 hours per week, flexible schedule

Duration: An entire semester or longer

Location: 771 East Winchester, Murray, UT 84107

RESPONSIBILITIES

- Support the Corporate and Foundations Manager with development activities and programs, including donor research, solicitation, stewardship, and grant-writing.
- Submit proposals and grant requests in a timely and professional manner.
- Maintain up-to-date development documents, databases and lists.
- Maintain up-to-date grant application deadline schedule.
- Research and contact specific corporations and foundations to secure contacts and contact information.
- File documents, organize supplies and perform any other duties as requested and assigned.

QUALIFICATIONS

- High school diploma with some course work at a 4-year college or university.
- Computer proficiency required (Microsoft Word, Excel, Power Point, Outlook, etc.).
- Open to learning how to use donor database
- Must have strong writing skills.
- Must have strong communication and interpersonal skills.
- Is reliable and has the ability to follow instructions and also work independently.
- Ability to prioritize and manage multiple tasks.
- Must be extremely detail oriented, creative, resourceful and organized.
- Maintain a professional and amicable demeanor and appearance.
- Experience or career interest in development, fundraising, nonprofit management, grant-writing, technical writing, or communications.

BENEFITS

- Valuable experience planning and orchestrating corporate and foundation fundraising strategies.
- Up-close look at the various revenue streams needed to support a non-profit organization.
- Working with a nationally recognized nonprofit organization is an excellent addition to a resume.
- Work in a fun environment while gaining hands on experience and supporting a worthwhile cause.

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

About Make-A-Wish Utah

The Make-A-Wish Foundation 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.