



Fund Development Internship

Special Events

Job Description: Assist the development director at Starlight Children's Foundation, by providing administration of fundraising in the areas of audience development, sponsorships, auction procurement, collaterals and logistics through support of these and other special events and turn-keys:

- 2009 Annual Luncheon – Westin, Seattle – October 27, 2009
- 2010 Oscar Night® America – March 7, 2010

Primary Responsibilities:

- Manages correspondence, does mailings, makes phone calls and sends e-mails.
- Maintains files, writes reports and updates database.
- Recruits, schedules and confirms event volunteers.
- Uses creativity in writing descriptions for catalog of auction items.
- Participates on the day of the events.
- Works on other projects related to events as needed.

Qualifications:

- Completes all tasks with efficiency, accuracy and attention to detail.
- Shows appropriate discretion with regard to confidentiality.
- Maintains productivity with time-sensitive projects and completes projects by the appropriate deadline.
- Collaborates with team members to problem solve and ensure results.
- Handles stress and workload to ensure that performance remains consistent.
- Demonstrates integrity in every facet of work.

Skills:

- Proficiency with Word, Excel, Access, PowerPoint, Publisher, Maestrosoft and Donor Perfect programs.
- Working knowledge of or experience in event management preferred.
- Communications degree candidate or equivalent work experience helpful.

Additional Recommended Skills/Licenses:

- Driver's License, proof of insurance and available transportation is required.

Time Commitment:

- A minimum of three months commitment is required, at an average of 12 hours/week. During that time, interns are expected to work at the Starlight office at least two days a week during office hours (9:00 a.m. – 5:00 p.m., Monday-Friday); the balance of time can be otherwise offsite to accomplish event goals.

Compensation:

- Internships with Starlight Children's Foundation are not paid, but offer a great deal of hands-on experience.

Starlight Children's Foundation – WA
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