



## **Donor Care Intern**

Part time, volunteer position

### Department

Development

### Reports to

Donor Care Coordinator

### Description

Directly assist the Donor Care department to steward and thank Make-A-Wish donors for their continued generosity.

### Duties

- Assist with large mailings
  - o Prepare acknowledgment letters and seasonal campaign thank you's
  - o Create mailing labels through mail merge
  - o Stuffing and sending
- Assist with writing Adopt-A-Wish stories and collecting wish kid photos
- Creating thank you plaques for donors
- Contacting wish families for resource support
- Organize packets for monthly Board of Directors meetings
- Database management assistance: Adding action items into the RE database (such as: address updates, mailings, Thank-A-Thon calls, etc.)
- Other duties as assigned

### Requirements & Expectations

- A commitment of 10-20 hours per week on a consistent schedule
- Complete projects in a timely and professional manner
- Enthusiasm for the Make-A-Wish mission and the families we serve
- Willingness to learn and be a part of the Make-A-Wish culture, goals, vision and values
- Strong attention to detail and ability to work independently to complete projects proactively
- Familiarity with Microsoft Office applications
- Experience working with Raiser's Edge software a plus
- Administrative / data management experience a plus