**Fund Development and Special Events Internship (Summer 2019)**

Big Brothers Big Sisters of Dane County (BBBS), youth mentoring organization, seeks a part-time Fund Development and Special Events intern.

**Internship Description**

Interns will work closely with our Fund Development Department primarily focused on events management including logistics and securing donations for our annual Dream Big Gala. In addition there will be opportunities to learn about and participate in different facets of Fund Development, including donor cultivation and stewardship, donor research, and database management.

Interns will be expected to:

* Perform functions as assigned that may include but are not limited to:
  + Assist in the planning and implementation of our Dream Big Gala, our largest annual fundraiser
  + Help secure silent auction donations, record gift and donor information
  + Help with etc. for Dream Big Gala
  + Assist with follow up and record keeping after the Dream Big Gala
* Exhibit professionalism in all phone and in-person interactions and work on ad hoc reports and projects, and respond to requests as assigned.
* Be responsible for managing our online bidding software to manage table seating, auction items and other logistics related to Gala preparation (training will be provided)

**Qualifications**

Applicants should be hard working, have excellent writing, researching, editing skills and be proficient in Microsoft Office applications. Applicants must have the ability to adapt well to changing circumstances, direction and strategy and have a commitment to the Big Brothers Big Sisters mission. Ability to commit a minimum of 10 hours/week and be in attendance at the Dream Big Gala on July 25, 2019.

**About Big Brothers Big Sisters Dane County**As America’s premier mentoring organization, Big Brothers Big Sisters of Dane County’s mission is to provide children facing adversity with professionally supported one-to-one mentor relationships that change a child’s life for the better, forever.

Big Brothers Big Sisters of Dane County partners with parents/guardians, volunteers and others in the community and hold ourselves accountable for each child in our program achieving higher aspirations, greater confidence, and better relationships while ensuring educational success by avoiding risky behavior.

**How to Apply:**

Please email Bethany Ordaz at [bordaz@bbbsmadison.org](mailto:bordaz@bbbsmadison.org) with a resume.

**Summer Internship Application Deadline: May 3, 2019. Internship would start in May 2019 based on availability.**