

Special Event & Development Intern (Unpaid)

Dates: January 2025 – April 2025

Time Commitment: 8-10 hours per week, weekday daytime hours

Reports to: Executive Director; works closely with the Individual Giving Manager

Eligibility: Open to high school students (age 16 and older) as well as college/technical school students

At the United Way of Washington County-East, we are a group of dedicated relationship builders who inspire others to share their time, talents, and treasures to achieve community-level change. If you value community and enjoy fundraising, join our dedicated, fun team in downtown Stillwater, where you'll gain real-world experience as an intern in nonprofit event planning and fundraising.

Our Mission: *Through trusted relationships, generate resources and effectively distribute funds to unite and strengthen our community.*

Our Vision: *Create new ways to develop an empathetic and engaged community and generate abundant resources to meet or exceed our local community needs.*

Our Diversity, Equity and Inclusion Statement: *We are dedicated to fostering diversity, equity and inclusion in all we do. We strive for a vibrant and equitable community.*

Key Responsibilities

- Assist in planning event logistics, timelines, and schedules
- Collaborate with the Individual Giving Manager and Gala Committee to source and solicit auction items
- Manage auction inventory and database entries in OneCause auction platform
- Attend and assist with gala set-up, execution, and post-event wrap-up
- Assist in sending thank-you emails and notes to sponsors, donors, and attendees
- Collaborate to ensure event practices and communications are welcoming and inclusive

Qualifications

- Strong organizational skills and attention to detail
- Excellent written and oral communication
- Ability to work independently and as part of a team
- Proficiency with Microsoft Office
- Critical-thinking and creativity
- Willingness to accept a variety of tasks

- Ability to work in-office work for administrative tasks and event planning meetings as well as travel locally to businesses for auction item requests and to the event venue for event-related activities.
- Must be available all day on Friday, April 11, 2025

Skills You'll Gain

- Networking and relationship building
- Civic engagement and community impact
- Event planning and project management
- Hands-on experience in nonprofit operations
- Experience with fundraising software (OneCause) and donor CRM (Bloomerang)
- Professional communication and etiquette

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Join our team! To apply, please submit your resume via email to kristin.kroll@uwwce.org. Resumes will be reviewed as received.