Development Intern
Prevent Blindness Wisconsin
Preferred Start Date: September 3, 2019
Hours: 7-12 hours per week

Job Overview: As the Development Intern you will be joining the Prevent Blindness Wisconsin Development Team to help reach fundraising goals and gain hands-on experience in many areas of nonprofit fundraising including: event planning, grant writing, communications, donor stewardship, individual giving, online donor databases, event management software, and more.

Our Mission: Founded in 1958, Prevent Blindness Wisconsin improves the lives of children, adults, and families through early detection of eye conditions to prevent blindness and preserves sight. On-going vision screening activities and state-wide public health education lead to a lifetime of healthy vision.

Potential Tasks Include:
1. Support annual special events including: Celebrity Waiters Dinner, Golf Outing, and Walk
   a. Manage Raffle/Auction: solicit donations, maintain tracking spreadsheet, create item descriptions, signs, and certificates as needed
   b. Sponsor Recognition: create sponsor signs for event, update event website with sponsors, recognize sponsors through social media posts
   c. Promote events on social media and through e-blasts
   d. Update attendee information as necessary in donor database and event software
2. Assist in production, design and formatting of FY-Eye monthly newsletter
3. Support Grant Program
   a. Conduct grant prospect research and identify new foundations that align with Prevent Blindness Wisconsin’s programs and mission
   b. Basic grant proposal writing and preparation
4. Support annual appeal
5. Gift entry: track donations in the donor database and draft donor thank you letters
6. Assist with donor database maintenance and updates
7. Other job duties as assigned

Qualifications:
- Excellent written, oral and interpersonal communication skills
- Well-organized, detail-oriented, and creative
- Proficient with Microsoft Office and social media platforms
- HTML experience desirable
- Some college education in a Communications, Nonprofit, English or related field preferred

To Apply: Email a cover letter, resume and 2 work samples (ex. marketing/communication materials, writing samples, etc.) to Breanna@pbwi.org. Preference given to applications received by Friday, August 23.