



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.