

Advancement Intern Job Description



3000 Woodcreek, Dr., Ste. 310
Downers Grove, Illinois 60515
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dupagefoundation.org

Position:	Advancement Intern
Position Type:	Part-Time (20-25 Hrs./Week); College Credit and/or Stipend or Hourly Pay Negotiable
Length:	Summer-Fall 2023 (Start and End Dates Flexible; 2023 Holiday Season Potentially Available)
Supervisor:	Assistant Director of Donor Services
Position Scope:	DuPage Foundation is seeking a part-time intern interested in gaining valuable not-for-profit event planning and fundraising experience. The ideal candidate will be self-motivated, detail-oriented, and have event planning experience.

Responsibilities/Tasks:

- Special Events
 - Assist in the planning of the 2023 Benefit, a 300+ person gala featuring dinner, a silent auction, paddle raise, and entertainment to raise critical funds for the Foundation's Operating Fund.
 - Support Benefit auction preparations by soliciting, securing, and organizing in-kind donations.
 - Log and maintain clear records of Benefit donations.
 - Attend Benefit Committee meetings.
 - Assist in the planning and execution of other events (e.g. dinner parties, socials, seminars, etc.).
- Fundraising
 - Draft and proofread fundraising-related communications.
 - Conduct research and prepare background on prospective donors.
 - Prepare Canva decks for Advancement staff to use in presentations, solicitations, and other meetings.
 - Perform other Advancement-related tasks as assigned.

Qualifications/Skills Desired:

- Proven attention to detail, excellent written and verbal communication skills, and experience with events.
- Ability to work independently on assigned projects while prioritizing tasks to meet deadlines.
- Strong interpersonal skills and the ability to build rapport quickly with different groups of people.
- High school diploma; pursuing a college or two-year degree.
- Ability to work in-person at DuPage Foundation's office and occasional evenings and weekends.

Benefits:

- Gain practical experience in the not-for-profit sector with regard to event planning, relationship development, stewardship, conducting research, and making persuasive presentations.
- Network and build relationships with not-for-profit, business, and community leaders.
- Flexible schedule with college credit and/or stipend or hourly pay negotiable.

To Apply: Email a PDF résumé and cover letter with "Advancement Intern" in the subject line to Hiring Manager at staff@dupagefoundation.org. Applications will be considered under the strictest of confidence. **NO CALLS PLEASE.**

Hiring Policy: DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, pregnancy, or any other legally protected status.

DuPage Community Foundation d/b/a DuPage Foundation raises the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs, and building community partnerships.