

Event & Fundraising Intern Job Description

[Powered by Professionals \(PBP\)](#) is a leading fundraising, consulting and event management firm that works exclusively with nonprofits hosting major events and galas. Our mission is to make the world a better place by connecting individuals, families and corporations to volunteer opportunities that have meaning to them or by assisting them in creating and managing their own charitable organization.

We are looking for an Intern to join our team! Responsibilities include working with non-profit clients, board and committee members, honorees, sponsors and contributors. This position is responsible for working with the PBP Team to create ways to exceed the goals for each client, and to manage various aspects for our events including galas, conferences, cultivation events, and run/walk events. Our in-person events occur primarily in New York City, though some limited national travel may occur for select events. *Successful internships can often lead into full-time positions.*

Major Functions/Accountabilities:

Support in all aspects of 3+ events (virtually and in-person) for various non-profit clients, under supervision of the Manager of Events and Director of Events (DOE). This may include, but is not limited to:

- Sourcing venue/virtual event platforms for recommendation and selection; researching vendors for our virtual & live events. Assisting with building out the virtual event pages on various platforms that are aligned with clients' needs and branding.
 - Assisting in the management of PBP's social media accounts.
 - Working on all event components specific to the client's needs. Including participating in webinars and on platform demos to understand the technology if needed.
 - Handling of event participants personalized mailings including organizing contact lists, drafting outreach letters, mail merges and compiling email/mail outreach.
 - Management of tracking client data including event contributions, sponsor benefits and guest names.
 - Managing outreach for auction donations, gift bags and in-kind donations, coordinating delivery and tracking auction details.
 - Working with event participants to assist them with fundraising, incentives and outreach.
 - Researching creative and new ideas to consider for our events.
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- Database Management: Whether that be updating contacts in a CRM, creating event registration pages, or creating email blasts to go out to the client's database, **you will be operating the back-end management of databases for the client** and making adjustments to them when needed.

Requirements:

This position requires a bachelor's degree, event or fundraising experience is preferred, strong technical background (comfortable managing/learning technology), and experience with social media is a plus.

Additional Qualifications:

- Ability to focus on projects while working remotely and remaining on task for all deadlines.
- Strong communication skills with the team while working together on projects both remotely and once we are back in the office
- Experience working in Microsoft Word, PowerPoint and Excel
- Interest in handling PBP's social media account, additional graphic design/multi-media experience is a plus
- Excellent planning and time management, and outstanding organizational skills
- Flexible and able to easily move quickly from one project to another

- Ability to prioritize tasks and to work on numerous projects simultaneously
- Creative with bringing new ideas to our events and detail-oriented
- Comfortable working with a large group of people, and working independently
- Enthusiastic, high-energy and initiative-taking personality
- Team-oriented with a positive attitude
- Able to handle high-stress situations calmly and professionally
- Knowledge of nonprofit organizations and fundraising events is a plus
- Strong writing and editing skills
- Comfortable handling meticulous work that includes focusing on attention to details

Reports to: Manager of Events; Director of Development and Events

Application:

Write a cover letter incorporating answers to the following questions:

1. Why you would be a good candidate for this position;
2. What makes you different from other candidates;
3. How important philanthropy is to you;
4. What is your biggest strength;
5. What is an area that needs improvement;
6. If you have experience with any virtual event elements, fundraising and events please elaborate;

Application must include resume and cover letter to be considered. Resume and Cover Letter can be emailed to Allison at Allison@poweredbyprofessionals.com.