



RESOURCE DEVELOPMENT INTERNSHIP – SPECIAL EVENTS

Part-time and Full-time opportunities

Position Summary: Teen Parent Connection, a community-based non-profit located in Glen Ellyn, Illinois, is seeking an intern, who is an enthusiastic, team-oriented individual to assist in the planning and execution of agency fundraising events, and help in prospecting of in-kind, and corporate sponsors to build support and audience for each event. Working in the Development department, the Development Intern will help to execute events aimed at advancing organizational growth and fundraising efforts, as well as partner in developing and implementing a range of communication tools in support of the agency's Mission and Vision.

Job Relationships: Resource Development Interns report directly to the Executive Director, and work within the Resource Development Team.

Duties and Responsibilities:

- Assist in all aspects of event planning & logistics for the fall fundraising event, Festival of Friends, and spring event, dates TBD, including creating & distributing marketing materials and community outreach, securing in-kind donations and in-kind sponsorships.
- Assist in day-of execution of Festival of Friends and Vine, as well as additional receptions and community events to be determined.
- Event Follow up with all raffle and silent auction item solicitations and coordinate gift acknowledgement.
- Maintain correspondence and day-of communications with high-level donors, event guests, and sponsors.
- Assist with coordination of all organizational marketing materials including e-newsletters, newsletters, brochures, and website updates.
- Assist in the coordination of mailed campaigns, including: Annual Direct Mail Campaign, Mother's Day and Father's Day Campaigns.
- Help to develop, implement and evaluate communications plan among our diverse audiences: board, current donors and partners, community partners, media, and others.
- Create, edit and manage content that promotes the agency's mission across media channels, including print, online, multimedia and social media.
- Help to develop and execute a well-defined social media strategy to include weekly postings to build support and audience for events.
- Regularly partner with development staff to support development strategy and fundraising activities as assigned.
- Perform other duties as assigned by the Executive Director.

Required Qualifications: Must possess strong writing and communications skills, must be comfortable with public speaking and solicitations. Prior event experience a plus, but not required. Bachelor's student 21+ or Masters-level student preferred. Contact Becky Beilfuss at beckyb@teenparentconnection.org with any questions or with application submission materials.