



## ANGEL FOUNDATION – POSITION DESCRIPTION

**TITLE:** Event Management Intern – January Term  
**CLASSIFICATION:** Non-exempt  
**REPORTS TO:** Events & Development Manager  
**SUMMARY:** Angel Foundation is seeking a motivated, organized self-starter interested in gaining experience in resource development, nonprofit event planning, sales and marketing. The person in this position will spend 90% of their time on the planning and execution of our largest fundraiser, Angel Gala on Saturday, January 25 from 5 to 11 p.m. at the Hilton Minneapolis. This event gathers over 800 guests and includes a silent auction, fundraising games, dinner, live auction, program, and fund-a-need; raising \$600,000 to support local adult cancer patients. This is a great opportunity to gain professional experience using fundraising software, Microsoft Office, and social media. This position can also network with Angel Foundation staff and board leadership.

**MISSION** Through an innovative and integrated approach of financial assistance, education and support, Angel Foundation helps adults with cancer and their families, so they may live life well with stability, strength, and resilience.

**CULTURE STATEMENT** At Angel Foundation it starts with “how can I help.” We are a people-first organization that is supportive and collaborative – from our office space and meetings to our programs and events. We are passionate about our mission and dedicated to our common goal of helping each other and the local cancer community.

### PRIMARY RESPONSIBILITIES

- Assist in the management of the silent auction and other fundraising components of the gala event
- Assist with procurement and organization of approx. 200 silent auction items using Raiser’s Edge and GiveSmart software as well as Excel for committee inventory tracking
- Edit auction website for item accuracy, descriptive copy, and images to effectively market the items for high bidding
- Assist in confirming various event logistics related to vendors, guests, sponsors, volunteers, etc.

- Assist the Steering Committee with various tasks as assigned
- Assist in the creation of social media content to promote the gala event and key auction items
- Assist with set up, execution, and tear down the day of the event
- Assist in follow up communications as needed

## **QUALIFICATIONS**

The ideal candidate has:

- Excellent written and verbal communication skills
- High level of comfort corresponding via phone, email and in person with donors, staff, vendors and volunteers
- Ability to think creatively with a focus on problem solving
- Ability to manage work input from multiple sources
- Ability to successfully meet deadlines
- Experience working in a retail, hospitality, or customer-service setting

## **HOURS AND SCHEDULE**

- This internship runs from January 2 to January 30, 2020
- The average work week will require 35-40 hours
- Most work hours will be done at the Angel Foundation office (Mendota Heights) though offsite meetings will be required from time to time
- Specific work days/times are flexible, and some work may be done remotely
- **The applicant must be available to work the full day of Saturday, January 25 from 9 a.m. to 11 p.m.**

## **WORK ENVIRONMENT AND CONDITIONS**

- Physical requirements: Normal office environment, ability to sit, stand and operate office equipment. Ability to lift 40 lbs.
- Travel requirements: Some local travel will be required to pick up auction items or attend offsite committee meetings

## **COMPENSATION**

The internship can be used to earn course credits (unpaid) or the intern may elect to be paid a \$2,000 stipend.

## **HOW TO APPLY**

Interested candidates should submit a resume and cover letter by Monday, October 21 to Erica Hollom via email: [ehollom@mnangel.org](mailto:ehollom@mnangel.org).