

Hillel UW 2022-23

Paid Development Internships

APPLICATIONS DUE Wednesday June 1, 2022 by 5:00 pm

Hillel UW is looking for two interns for the 2022-2023 School Year! If you are passionate about Hillel UW and want to help ensure the financial health of the organization, consider an internship in the Development Office, with Hillel UW's Director of Advancement, Terri Green.

We are looking for students with great writing skills, attention to detail, planning abilities and love of people.

Hillel UW General Development Intern

The Development Intern is responsible for drafting communications to donors (thank you notes and ask letters), recruiting students for development events and photo shoots, developing graphics (PowerPoint / Canva / Publisher) for targeted campaigns and events, and making thank-you phone calls to donors. A typical week could include helping with Hillel's special events (Fundraising, Passover, and Annual Meeting), drafting correspondence, evaluating and researching fundraising activities, and providing general administrative support to the Development Department and Administrative staff.

Hillel UW Endowment Intern

Hillel's Endowment Intern helps to secure after-lifetime commitments (planned giving gifts) from our most loyal donors in order to build our endowment; works to strengthen our relationships with individuals who have already committed to our planned giving program; and will support the launching of Hillel Centennial Endowment Campaign in 2023. The Endowment Intern is responsible for writing and mailing materials to prospective & current planned giving donors, making thank-you calls to recent long time donors, recruiting for Development events, supporting the work of our Life & Legacy (Planned Giving) Committee and Hillel's Endowment Committee, and providing general administrative support to the Development Department and Administrative staff.

Internships are 5 hours/week with flexible hours- adjustable each quarter; preferably between 9:00 am and 3:00 pm M-F.

What you'll get in return:

- Hillel staff committed to helping you succeed;
- Skills and experience to add to your resume; and
- A stipend of \$1,000 per quarter.

Applications information is below.

Questions:

Contact Director of Advancement, Terri W. Green at terri@hilleuw.org.

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Paid Development Internship Application

APPLICATIONS DUE WEDNESDAY, JUNE 1 BY 5:00 P.M.

Email your completed application to terri@hilleluw.org.

Application:

- COVER Email: In your cover letter / email please describe in 5-10 sentences:
 - Why are you interested in this internship?
 - What skills do you hope to gain from this internship?
 - Include general information:
 - Expected graduation year
 - Indicate which Internship you are interested in:
Development Intern, Endowment Intern, or Either.

- ATTACHMENTS:
 - Your resume
 - Writing sample
 - Please draft a sample Thank-You note that you would send out to a donor thanking them for their contribution to Hillel. The letter should be gracious and serve to remind the donor why their support is so crucial to Hillel UW. It should be about half a page. *This is a simple exercise; please do not spend more than 20 minutes on this.*