

Hillel UW 2023-24

Paid Development Internship

APPLICATIONS DUE Thursday June 1, 2023 by 5:00 pm

Hillel UW is looking for one intern for the 2023-2024 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, making thank-you phone calls to donors, supporting our Centennial Endowment Campaign as well as our HillelFEST 2024 event celebrating 20 years in the "new" building.

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.

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.

Hillel UW 2023-24

Paid Development Internship Application

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

**Email your completed application to terri@hilleluw.org.
(See QR code below for the online form).**

Application:

- COVER Email: In your cover letter / email please answer the following in 2-3 sentences:
 - Why are you interested in this internship?
 - What skills do you hope to refine and gain from this internship?
 - Include general information:
 - Expected graduation year
 - Experience with Hillel UW

- 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.*

