

# WE'RE HIRING!

## ***POSITION: DEVELOPMENT INTERN, SUMMER 2017!***

**The Vail Valley Foundation (VVF)** is seeking enthusiastic and driven interns for the 2017 Summer Season, with professional goals and aspirations that align with our organization's diverse mission and commitment to excellence within the community.

The Development Intern must be a problem-solver with strong oral and written communication skills, and highly organized, detailed, personable, and a self-starter. Must also be highly proficient in Microsoft Office including Word, Excel, Outlook, and Powerpoint. Candidates must be available between early June and mid-August and must be able to work between 20 and 30 hours per week.

### **WHAT IS VVF?**

*Founded in 1981, the Vail Valley Foundation (VVF) was created to enhance the quality of life in the Vail Valley through athletic, cultural, and education programs and events. Today, the VVF operates with an average annual budget of approximately \$24 million and a full-time staff of 62 employees. Thanks to the generous support from individuals and corporations, the Foundation is responsible for providing this very special Colorado community with some of its most treasured annual events and programs.*



### ***EXPECTATIONS AND GOALS:***

The primary goals for the internship are to learn about fundraising and development for a non-profit and assist the development team with busy summer season benefits and donor relations. Assist with benefit distribution, event set up, donor relations and ticketing at the Amphitheater, mailing, and other duties as necessary. The intern will receive training in Raiser's Edge software, Outlook, and ticketing.

### ***COMPENSATION:***

This is an hourly position with a pay rate of \$12.00 per hour.