

# WE'RE HIRING!

## ***POSITION: YP365 DEVELOPMENT & EVENT INTERN***

**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 & Event Intern must be a problem-solver with strong communication skills, and highly organized, personable, and a self-starter. Must be proficient with computer systems including but not limited to Microsoft Word, Excel, and Publisher. Must have exceptional attention to detail and the ability to thrive in a fast-paced work environment. Candidates must be available from early June 2017 through August 18, 2017 and must be able to work flexible part-time hours.

### **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 goal of the YP365 Development and Event Intern is to offer a credit based internship with the unique opportunity to work on a variety of projects and events, with their main focus on the Star Dancing Gala. The Star Dancing Gala is YP365's largest fundraising event of the year! Assist with the planning and execution of the event as well as communication around the event such as donor phone calls, written thank you notes, event marketing, and more. This position will also direct volunteers throughout the event and during event set up and break down. He or she will be trained in the Raiser's Edge Donor Management Database, using it to track individual gifts, special event sponsorships, and special event attendees. Furthermore, he or she will learn how to successfully execute a special event, from start to finish. This includes volunteer recruitment and management, event setup, food and beverage needs, event production, follow-up and more.

### ***COMPENSATION:***

This internship is credit based and part-time.