



**United Way of Greater Milwaukee & Waukesha County
Resource Development
Intern**

United Way of Greater Milwaukee & Waukesha County envisions a world where all individuals and families achieve their human potential through education, income stability and healthy lives. United Way advances the common good by recruiting people and organizations who bring the passion, expertise and resources needed to get things done. United Way's global mission is to improve lives by mobilizing the caring power of communities to advance the common good. We invite you to be a part of the change – to Live United.

United Way is a recognized national brand and is the largest funder of health and human services outside of the federal government. Funds raised through UWGMWC remain local and are invested in nearly 220-plus programs at over 110 local nonprofit program partners.

This position will assist the Resource Development Department with special projects.

Responsibilities (include but are not limited to):

- Assist with coordination of projects including but not limited to:
 - Letter Campaign – letter writing
 - United We Dine
 - Impact Coupon Book
 - Loaned Executive Training
- Research utilizing Hoovers, Relationship Science, and LinkedIn.
- Assist with researching and writing small grant proposals.
- Assist with data entry.
- Assist with event planning and coordination.

Professional Skills:

- Must be comfortable making cold calls and soliciting for funds.
- Demonstrates excellent client service – identifies client expectations and offers practical, innovative solutions to meet client needs. Community/service-oriented.
- Works effectively with many types of people. Adapts communication style to meet the needs of others (outgoing, positive personality). Confident interacting regularly with new people.
- Successfully works in both team-oriented and independent environments.
- Manages workload and completes deadlines on-time in a demanding, fast-paced environment.
- Represents UWGMWC in a professional manner that is consistent with our mission. Maintains client confidentiality at all times.

Requirements:

- Knowledge of Microsoft Office including Word, Excel, Access, and Outlook.
- Valid driver's license, reliable automobile and auto insurance coverage.
- Must be able to lift up to 25 lbs. Occasional walking, sitting and standing for extended periods of time.

This intern must be a student. Legal characteristics of interns:

- A formal agreement is reached with the educational institution which includes regular feedback from UWGMWC.
- The internship is for the benefit of the intern primarily and not UWGMWC.
- UWGMWC will derive no immediate advantage from the internship and the intern may actually impede UWGMWC's operations due to the supervision and coaching needed.
- The intern understands that the internship is unpaid.
- The internship must have a fixed duration with definite start and end dates though the timeline can change.
- The intern is not entitled to a job at the conclusion of the internship.

TO APPLY:

Mail or email your resume to, Jessica Wagner-Schultz, Manager, Donor Networks. United Way of Greater Milwaukee & Waukesha County. 225 W. Vine Street, Milwaukee, WI 53212. jwagnerschultz@unitedwaygmwc.org 414-263-8211.

**Equal Opportunity Employer
M/F/Disability/Vet**