



Auction Assistant Internship Posting

National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking an Auction Assistant intern to assist the Business Operations Team during the Fall semester with preparing for the annual silent and online auctions. Option to extend position into Spring semester is available.

Company Description

The National Cherry Blossom Festival, Inc. is a 501(c)(3) not-for-profit organization dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

Job Description

The Auction Assistant will be responsible for identifying and procuring items for our annual fundraising auctions, following up with donors and answering their questions, and entering donated items into the auction management software. Extensive phone and email outreach to potential donors will be required. Specific duties to include:

- Creating an extensive tracking spreadsheet to record outreach efforts and confirm donations
- Using phone, email, and in-person outreach to request donations
- Researching potential new businesses from which to solicit donations of goods or services
- Cataloging donations in various trackers – including the online auction management platform
- Following up with donors to ensure all necessary information and materials are received by NCBF
- Writing eye-catching descriptions and procuring attractive photos for each item secured by the team
- Serving as a liaison with the Auction Committee, fulfilling administrative and outreach duties as needed
- Creating and presenting reports to the Auction Team, to include (but not limited to) Fair Market Value of all donations, items still to be collected, and other reports as needed and requested

Time Requirements

- 3 days per week (hours and schedule to be determined in consultation with Business Manager)
- October to mid-December, with option to extend into Spring semester

Benefits

- Learn and apply best practices related to auction management
- Network with local businesses, philanthropic donors, and Festival leadership
- Learn and manage a premier auction management software
- Hone marketing and communication skills (both written and oral)

National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. A transportation stipend is available if needed.

Qualifications

- Suburb communication skills (written and oral)
- Excellent attention to detail
- Thorough organizational prowess
- Polished demeanor
- Creativity, style, and poise
- Demonstrated ability to troubleshoot difficult situations
- History of working well within in a team environment
- Demonstrated ability to achieve goals while working independently
- Good analytical skills
- Demonstrated success of learning and applying best practices
- Event management experience a plus
- Marketing and/or communication experience a plus

Application Instructions

Please send cover letter and resume to Nicole Breslin-Romano, Business Manager, at nbreslinromano@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.