



Fundraising & Sponsorships Internship Posting

National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a Fundraising & Sponsorships intern to assist the Sponsorship/Revenue team during the Fall 2017 season, with the possibility of extension.

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

Fundraising and sponsorships are integral aspects of the National Cherry Blossom Festival, and we are looking for candidates that are interested in assisting in these areas. Tasks can include but are not limited to:

- Administrative support
- Data management
- Writing briefs
- Research
- Attending and supporting fundraising events as well as Festival events
- Verifying sponsor benefit execution
- Recap reports

Ideal availability: 3-4 days/week

Benefits

Fundraising is a skill that is highly sought after throughout the job market, and interning in this organization will render you with some of the best hands-on fundraising experience available. In addition, working with the Festival sponsorship team will provide experience in executing sponsor benefits. This position will also give you greater insight of what it is like to work in the non-profit sector.

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

The best candidates for this position will have the following skills and traits:

- Proficient with Microsoft Office Suite
- Attention to detail
- Ability to multitask and prioritize
- Strong organization skills
- Eager to do research
- Strong inter-personal skills

Application Instructions

Please send a cover letter and resume to Katelynd Anderson, National Cherry Blossom Festival's Sponsorship & Development Manager at kanderson@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.