



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 Manager during the Spring semester with preparing for the annual silent and online auctions.

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, marketing the opportunity for local businesses to increase recognition by donating to our cause, following up with donors and answering their questions, entering donated items into the auction management software, and writing eye-catching item descriptions for the catalog. Extensive phone and email outreach to potential donors will be required.

The Auction Assistant will have the opportunity to participate in the Pink Tie Party Gala, during which the silent auction takes place. The Pink Tie Party is set for March 16, 2017; attendance from 9 a.m. through 11:30 p.m.

This position requires the equivalent of two to three days of dedicated focus per week; time may be split between working at our office in Downtown DC and working remotely.

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.