



## Business Operations Intern

**National Cherry Blossom Festival, Inc.**, a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking an Business Operations intern to assist the Business Manager during the Summer with filing, analysis and research relating to auction, ticketing and financial matters.

### 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 Business Operations intern will be responsible for the following areas:

#### Auction

- Conduct analysis on 2017 Auction results (FMV vs Bid, Highest ROI items; Top categories, etc.)
- Research auction solicitation best practices
- Based on the above, develop an extensive tracking spreadsheet of possible auction donors, including contact details
- Begin auction outreach (hard and soft copy mailings)

#### Ticketing

- Develop a tracking spreadsheet (including contact details) of potential groups (e.g. bus tour companies, senior centers, schools, etc.) who may be interested in purchasing Group Tickets to the 2018 Parade
- Conceptualize collateral pieces to distribute to potential Groups; work with Marketing and Communications team to develop
- Develop a "Welcome Packet" (e.g. maps, parking instructions, other attractions, etc.) for Group Ticket purchasers to the 2018 Parade

#### Financial

- File outstanding paperwork from the 2017 Festival
- Develop a comprehensive filing system for future Festivals
- Collect, categorize, copy, and file proprietary information for the 2017 Audit

This position requires the equivalent of two 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 JoAnn Nasser, Operations Manager, at [jnasser@ncbfdc.org](mailto:jnasser@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.