



Meeting Street

Development Department Internship

- **Overall Functions**

- Help with Development mailings for special events, donor cultivation events.
- Help with any necessary office projects, e.i.: filing, organizing files for events and donors, copying and data entry work.
- Thank you calls
- Coordinated and distribute donor welcome kits

- **Telethon**

- **Telethon On-line Auction:**
 - Develop solicitation letter
 - Develop solicitation list
 - Handle the mailing of solicitation
 - Make follow up phone calls to secure items
 - Secure auction items
 - Write description to secure items and take photos
 - Load secured items on to auction website
 - Manage Auction website communication to potential bidders
 - Handle coordination of auction table on Telethon evening
 - Handle distribution to winner bidder of auction item after Telethon
- **Help Director of Special Events with various aspects of the Telethon**
 - Volunteer recruitment
 - Logistics: food, music, set-up and clean up
 - Mailings of event information
 - All other as aspects of the event

- **Help with Coordination of Meeting Street Special Events:**

- Responsibilities included: mailing, RSVP, solicitations for raffle items, event day logistics, and attendance at events when necessary.
 - Meeting Street Golf Tournament
 - Holiday Cards
 - Allstate/Bay Realty Cocktail party
 - Additional Third party events
- **Donor Events**
 - Follow up thank you calls to donors
 - Help with donor cultivation events

For questions, Please contact the Aimee Harvey, Director of Special Events at aharvey@meetingstreet.org