



Fundraising Event Intern

Do you love being the host of the party? Are you freakishly organized and have a hawk's eye for details? Do you care about fonts, paper, brand, content? Are you interested in making a real impact through your work? Are you socially conscience? The JFM Group LLC is looking for a Fundraising and Event intern to help us through our Fall – Winter 2017 seasons.

This position will allow you the unique opportunity to get hands-on experience working with fundraising and event professionals to plan and execute large scale (300-1100 guests) premier events for some of New York City's most well-regarded non-profit organizations.

Responsibilities:

- Data entry and list management
- Mail merges
- Follow up calls for fundraising and guest list management
- Research
- General office responsibilities
- Engagement with social media team
- Assist onsite at events with check in, event flow, etc.
- Organized with a strong attention to detail
- Entrepreneurial spirit, humility, and high sense of urgency

Qualifications:

- Must be working towards a Bachelor's degree; hospitality majors/experience a plus, but not required
- Exceptional writing skills, organizational skills, and ability to manage several tasks at once
- Must have professional attire to wear to events including a black suit
- Must be available some nights to attend and capture our events in real time

Additional Information:

- Fall 2017 commitment required (approx.. 10 hours per week)
- Compensation: academic credit & transportation stipend possible
- Invitation to our team building and social outings!

TO APPLY: Please submit a resume and cover letter to office@thejfmgroup.com