

Make-A-Wish® creates life-changing wishes for children with critical illnesses. We believe that a wish experience can be a game-changer for a child with a critical illness. We grant wishes to change the lives of the kids we serve. Our vision is to grant the wish of every single eligible child. We strive on the impact of a wish. Wishes not only impact the child, but also everyone else involved in the wish process – including family members, volunteers, donors, sponsors medical professionals and communities.

Make-A-Wish began in April 1980, in Phoenix, Arizona, when a group of individuals came together to grant the wish for Chris Greicius. Chris was a very sick child at the age of 7. Chris had always wanted to be a policeman, but because he suffered from Leukemia, this dream seemed unlikely. When this group of individuals learned of Chris’s condition, they worked together to make him an honorary state trooper for the day. He received his own badge, uniform and helmet. Chris had the chance to ride in a patrol car and helicopter. He even wrote citations for jaywalking pedestrians. At the end of this ideal day, Chris stated “This has been the best day of my life.” Sadly, he passed away short after that. Chris received a full police funeral with honors and was buried in his uniform.

With that, Make-A-Wish was born. The initial thought was to grant wishes for other sick children in the Phoenix area. However, as word began to spread and the media coverage took off, public interest grew and people throughout the United States and other countries came together in hopes of forming their own local chapters. In 1984, Make-A-Wish® America was formed to oversee the development of and to provide support to all individual chapters.

Make-A-Wish® Ohio, Kentucky and Indiana Chapter was formed in 1983, originally founded in Northeast Ohio. It was the seventh chapter of the organization. This chapter is now headquartered in Columbus, OH with six regional offices in Cleveland, Columbus, Cincinnati, Louisville, Indianapolis, and Toledo. The Cleveland regional office is located at:

6060 Rockside Woods Boulevard
Suite 315
Independence, OH 44131



Make-A-Wish®

FUNDRAISING INTERNSHIP

Internship Description

- Assist in planning and preparation of both internal special events, including BIG Wish® Gala, Women Inspiring Strength & Hope and Walk For Wishes®.
- Assist Event Manager with event logistics, participant registration and wrap up procedures.
- Assist with the External Events programs as needed.
- Travel to surrounding areas to procure items specific to events and distribute promotional materials.
- Attend and assist event management during events.
- Assist with mailing assembly.
- Participate as a productive member of the team.
- Answer telephones and dispense appropriate messages and incoming faxes.
- Operate within the policies and procedures established by the National Office and local Make-A-Wish® chapter

Qualifications

Skills necessary for this role include:

- Enrollment in a university setting with a related major
- Professional attitude and appearance
- Proficient in Word, Excel, PowerPoint and Outlook
- Experience with databases preferred
- Able to manage and prioritize multiple tasks effectively; strong organizational, project and time management skills
- Detail-oriented and well organized
- Excellent communication and customer service skill
- Able to successfully work in a collaborative, team-oriented organization
- Commitment to and a passion for the work of Make-A-Wish

How to Apply

- **Location:** Cleveland, OH
- **Salary:** This is an unpaid internship. College credit may be offered.
- **Hours:** May vary based on student's availability.
- **Deadline to apply:** This is an ongoing internship opportunity offered each semester.
- **Application Instructions:** To apply for an internship, please submit your resume and completed [Internship Interest Form](#) to KOkel@oki.wish.org.

