



**Position: Resource Development Internship**

**Time Frame: November 2018 – April 2019**

**Iowa Sports Foundation:** The Iowa Sports Foundation's (ISF) mission is to provide sports, recreation, health and wellness opportunities for Iowans of all ages and abilities. The ISF is comprised of the Iowa Games, Live Healthy Iowa, Adaptive Sports Iowa, Iowa Senior Games and the Corporate Games.

**Job Description:** The internship will focus on fundraising and promotions for the Iowa Sports Foundation including:

- Event coordination
- Volunteer correspondence and recruitment
- Facility set-up/teardown
- Assisting in resource development operations
- Assist in Split the Pot and Chair-ity Bowl events

Throughout the winter and spring months, the Iowa Sports Foundation hosts a number of ongoing programs and annual events that work toward the mission of the ISF. The intern will play a vital role in the development and implementation of these opportunities. There will be other opportunities to assist with events within the five pillars of the organization.

**Daily Operations:**

*Fundraising Project:*

- Assist with the coordination and implementation of fundraising project
- Coordinate volunteers for fundraising project

**Preferred Qualifications:**

- Possess mature and professional attitude in executing job requirements
- Able to concentrate and perform job duties while working under noisy, busy conditions
- General public relations and marketing experience.
- Ability to work evenings and weekends
- Outgoing personality, strong written and verbal communication skills

**Why the Iowa Sports Foundation:** The internship will give you the opportunity to learn a great deal about not-for-profit sports and recreation entities. You will work with dedicated staff and gain insights of sport and event management.

**Other Perks:**

Paid monthly stipend. Have fun while building your resume and expanding your network.

**Deadline:** October 26, 2018

**How to apply:**

Email a resume, cover letter and contact information for three references.

**Submit to:**

Megan Hansen | Assistant Sports Director

[megan.hansen@iowagames.org](mailto:megan.hansen@iowagames.org)

888.777.8881 x 116

Internship Coordinator: Dan Beitelspacher, Resource Development & Event Coordinator

[dan.beitelspacher@iowasportsfoundation.org](mailto:dan.beitelspacher@iowasportsfoundation.org)

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