



90 Benchmark Road, Suite 300

Avon, CO 81620

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**POSITION:** Development Events Intern, Vail Valley Foundation

**LOCATION:** Vail Valley, Colorado (Vail, Avon, Edwards, Eagle)

**STATUS:** Active

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### **VAIL VALLEY FOUNDATION – OVERVIEW**

Since our inception in 1981, the Vail Valley Foundation’s mission has been to “provide leadership in athletic, cultural and educational endeavors to sustain and enhance the quality of life in the Vail Valley.” We have the privilege of annually providing the Vail Valley with a vast array of world-class events and programs, literally and figuratively bringing the world to the Valley and introducing the Valley to the world.

Fueled by the generous support of donors, coupled with the support of the community and its volunteers, the Foundation is responsible for such treasured annual events as the Birds of Prey World Cup, Vail Dance Festival, the GoPro Mountain Games, free community concert series such as Hot Summer Nights and two spectacular performing arts venues in the Gerald R. Ford Amphitheater in Vail and the Vilar Performing Arts Center in Beaver Creek. In addition, the Foundation periodically brings major international events to Vail and Beaver Creek such as the 2015 FIS Alpine World Ski Championships.

The VVF education efforts are focused on one goal—to give every child in Eagle County, access to education-based programs that ignite passions and expand horizons. To achieve this goal, the foundation identifies educational gaps from cradle to college and then develops and funds programs that provide youth with the skills, confidence and support to become outstanding leaders in the community and the world. Tens of thousands of students have benefited from our education and enrichment work over more than three decades. With programs that include the Magic Bus, Power Hours, COPA Soccer, GirlPowHer, The CLUB, Dollars for Scholars, and AmeriCorps Peak Pathfinders, YouthPower365 helps our community’s youth reach their potential.

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## DEVELOPMENT EVENTS INTERN, VAIL VALLEY FOUNDATION

This internship position works closely with the Development Events Manager to execute the Vail Valley Foundation's numerous development-focused events happening in Summer 2023. These events include but are not limited to the Stars Variety Show, Vail Dance Festival Development Events, and other donor events. This position is a critical component of the VVF Development Team and is instrumental in elevating the donor experience. This individual is the on-the-ground, in-the-moment problem solver who quickly adapts to any situation and executes effective solutions to any issue. Key elements of this internship rely heavily on this position's ability to maintain open lines of communication, lead by service and maintain a standard of care that creates a warm and pleasant environment for everyone involved in the Festival. This position directly reports to the Development Events Manager and works closely with other Vail Valley Foundation and Vail Dance Festival interns.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Development Events

- Work closely with the VVF Development Team to ensure that all Vail Valley Foundation Donors are provided the highest standards of care at numerous events hosted throughout the summer.
- Support the Development Events Manager in planning and successfully executing events for all VVF, YouthPower365, Vail Dance Festival and Vilar Performing Arts Center prospecting, fundraising and stewardship events.
- Communicate with vendors to provide goods and services as needed for events.
- Develop and maintain event timelines and event orders, and coordinate with staff and committee volunteers to meet all required deadlines.
- With the Development Events Manager, manage and maintain the summer Development staffing schedule.

#### Additional Development Responsibilities:

- Work alongside VVF Development Team members to staff and execute various functions at development events.
- Manage and coordinate event RSVPs with Donor Relations Manager and Development Events Manager.
- Coordinate with Artist Services Interns to schedule and execute artist/donor meet & greets.
- Assist Donor Fulfillment Coordinator with donor fulfillment obligations such as surprise & delight, donor gifts and others.

#### Other

- Provide clear and consistent communication to VVF Development Team to ensure all Development Events needs are met.
- Assist in Development Events build and strike, including pre-event prep and post-event wrap-up.
- Work together as a team with other staff and interns to create a safe, positive and healthy work environment.
- Participate in orientation and training activities such as to promote professional development, team-building and institutional knowledge.

- Assist as needed in additional tasks related to the successful execution of Vail Valley Foundation development events.

#### REQUIREMENTS FOR POSITION:

- Proven organization, time-management, administrative and computer skills.
- Ability to create an environment conducive to teamwork, professionalism and willingness to go above and beyond to accomplish the end product.
- Previous experience working and excelling in a fast paced, multi-level, project-based environment with emphasis on timelines, quality and delivery.
- Self-initiative, attention to detail and a customer-centric philosophy.
- Capable of remaining focused and calm under stressful situations and able to quickly adapt to changing conditions.
- Exceptional relationship management and problem-solving skills.
- Excellent communication skills.
- Team approach and willingness to assist others when called upon.
- Willingness to work in outdoor conditions with variable weather.
- Effective time management and prioritizing of tasks.
- Ability to perform physical labor.
- Proficient use of Microsoft Office including Word, Excel, PowerPoint and Outlook.
- Advanced English skills, both written and oral.
- Must be able to successfully pass a background check and have a valid driver's license.
- Successful candidates may be asked to provide proof of vaccination for COVID-19 due to the nature of the work of the Vail Valley Foundation and/or test during the Festival period.

#### ADDITIONAL PREFERRED SKILLS:

Special events experience or an interest in event planning is preferred. Prior donor relations or development experience is preferred.

#### BENEFITS AND COMPENSATION:

This is a paid internship position. This position begins May 24, 2023, in-person in Vail, Colorado. This position will conclude after the Vail Dance Festival on August 8, 2023.

This position is paid an hourly rate of \$12.56 per hour from May 24, 2023 - July 21, 2023 working approximately 40 hours per week. This position is paid a flat fee of \$2,000.00, for July 23-August 8, 2023 working approximately 48 hours per week.

Housing is the responsibility of the intern until July 22, 2023. From July 22, 2023 to August 9, 2023, the Vail Valley Foundation will provide shared accommodations for this position in the Vail, Colorado area during the Vail Dance Festival.

#### TO BECOME A CANDIDATE:

Please complete the [2023 VDF Intern Application Form](#).

Contact Francie Rudolph at [frudolph@vvhf.org](mailto:frudolph@vvhf.org) with any questions.