

Job Title: Event Planning Development Intern

Location: Hybrid/in office on Tuesdays and Thursdays in Fenway

Reports to: Executive Director and Program Director

Position Type: Part-Time (approximately 20 hours per week, June 1 through November 6)

About The Max Warburg Courage Curriculum

The Max Warburg Courage Curriculum (MAXCourage) is an English Language Arts program designed to help middle school students explore the theme of courage through literature and personal reflection. Since its inception in 1991, the program has impacted over 200,000 students in Boston Public Schools and across the country. MAXCourage fosters critical thinking, builds literacy skills, and inspires students to recognize the power of courage in their own lives. In addition, our Courage in My Life National Essay Contest gives students a platform to share personal experiences of courage and resilience. The program has been housed at Northeastern University since 2006.

About the Position

We are seeking a highly capable and self-directed Gala & Development Intern to support fundraising efforts, with a primary focus on planning and executing our annual gala. This role is ideal for a graduate student, particularly one studying nonprofit management, who is looking for hands-on experience in event planning, fundraising, and nonprofit development.

This position will play a key role during a critical planning period while the Executive Director is on maternity leave starting in July. The intern will take the lead on gala coordination, including logistics, marketing, fundraising support, and ticket sales, while working collaboratively with a small and dedicated team.

The ideal candidate is organized, proactive, and comfortable managing projects independently. This is a flexible, hybrid role with the opportunity to adjust hours based on academic schedules. The intern will begin in June to allow for training and onboarding, work through the summer, and overlap with the Executive Director upon her return in the fall through the gala on November 6.

Key Responsibilities:

- **Gala Planning & Execution:** Lead coordination of the annual gala, including timelines, vendor communication, logistics, and overall event execution.
- **Fundraising Support:** Assist with donor outreach, sponsorship coordination, and fundraising strategy related to the gala.
- **Ticket Sales & Tracking:** Manage ticketing processes, track sales, and support outreach efforts to maximize attendance.
- **Donor Communications:** Help draft and send donor correspondence, including invitations, acknowledgments, and follow-ups.
- **Event Logistics:** Coordinate details such as venue communication, materials, guest lists, and day-of-event support.
- **Collaboration & Coordination:** Work closely with staff and board members to ensure alignment on event goals and execution.

- **Other Tasks as Needed:** Provide general support for development and administrative tasks as needed.

Education & Experience:

- Currently enrolled in or recently graduated from a graduate program, preferably in nonprofit management or a related field
- Prior experience or strong interest in event planning, fundraising, or nonprofit work

Skills & Competencies:

- Highly organized with strong project management skills
- Ability to work independently and take initiative in a self-directed role
- Strong written and verbal communication skills
- Attention to detail and ability to manage multiple priorities
- Comfort with spreadsheets, ticketing platforms, and general office tools (Microsoft Office, Google Suite)
- Flexibility and adaptability in a small team environment

Compensation:

This is a paid internship. Compensation is commensurate with experience.