WisCorps is pleased to partner with donors and UWL in creating the WisCorps Fellowships designed to provide students (graduate or undergraduate junior or senior) with in-depth, real-world professional development experience. These Fellowships provide opportunities to develop and enhance skills in areas such as communications, planning, data analysis, budgeting, and stakeholder and financial research—skills that employers value to support marketing and development activities that are critical to many types of organizations including non-profits, educational foundations, non-governmental organizations, the arts, medical research, etc.

The year-long Fellowships will include 10-12 hours/week during the Fall and Spring semesters and full-time summer employment approximately 35 hours/week (from June 1-August 31). Both Fellowships will pay the recipient approximately $12,000 for the year. Only students who can work full-time during the summer and be enrolled at UWL both semesters will be considered.

Two tracks of WisCorps Fellowships are available for 2023-2024, one in development and one in marketing. This document outlines the responsibilities of the Development Fellowship.

- *Development Fellowship*, working with the WisCorps Director of Development (direct report) and Executive Director, and WisCorps staff
  - End of Year Direct Mail Campaign
    - Create a postcard and send it to donors in September for updated addresses and email addresses
    - Work with Director of Development to create End of Year Appeal letter
    - Develop email blasts for End of Year Appeal
    - Develop social media posts for End of Year Appeal
  - Alumni Campaign
    - Work with Marketing Fellow to enter and maintain current alumni information in Network for Good (donor database)
    - Work with the Director of Development to create an appeal letter targeted to WisCorps alumni to be mailed in early 2024
    - Develop a plan in conjunction with the Marketing Fellow to keep alumni engaged with WisCorps after their terms of service are completed
  - Grantsmanship
    - Develop grant proposals with assistance from the Director of Development
    - Learn to read and interpret Request for Proposals
    - Participate in meetings related to proposal development
  - Networking
    - Attend WisCorps Board of Directors meetings as schedule allows
    - Attend WisCorps staff meetings as schedule allows
    - Attend Upper Mississippi Valley Chapter, Association for Fundraising Professionals meetings as schedule allows
    - Participate in donor meetings as schedule allows
    - Participate in funder meetings as schedule allows
  - Capital Campaign
    - Make arrangements for meetings with major donors including coordinating schedules with staff, sending a confirmation email the day before the meeting, and sending a follow up email after the meeting.

- Assist the Director of Development to facilitate Capital Campaign committee meetings including date and location scheduling, distribution of committee meeting agendas, and taking meeting minutes depending on availability.
- Enter capital campaign donations in Network for Good (donor database) and prepare the appropriate acknowledgement letter.
- Use Windfall to conduct prospect research on current and prospective donors.

- Receive a formative evaluation at the end of the summer and end of the Fall semester, and receive a summative evaluation at the end of the Spring semester
- Take an active role creating and supporting a culture of justice, equity, diversity, and inclusion in WisCorps programs and in the community including participation on the JEDI Collective
- Eligibility Criteria
  - Excellent research, writing, and editing skills (writing sample may be requested)
  - Accurate attention to detail
  - Strong verbal and interpersonal communication skills
  - Critical thinking and problem solving skills
  - Excellent organizational, planning, project management, and administrative skills
  - Strong interest in the field of philanthropy and interest in learning about development and non-profit management
  - A commitment to working in the WisCorps office and remotely if needed