



Hunter's Hope Foundation

Krabbe ~ Leukodystrophies ~ Newborn Screening

TITLE

Dine Out For Hope Assistant

SUPERVISOR

Bryanna Gwitt, Fundraising Coordinator - Dine Out For Hope Program

DESCRIPTION

The Dine Out For Hope Assistant is responsible for prospecting restaurants and building momentum throughout a prospect Dine Out For Hope city. Currently, Dine Out For Hope has 5 cities in which we are growing and developing programs. *The assistant will help run the Pittsburgh, PA, Syracuse, NY, or Rochester, NY area programs.*

With each city, there is are goals and a timeline sheet explaining your weekly and monthly Dine Out For Hope goals. Each city has a master contact list, or prospect list. You will be contacting restaurants from that list via phone call and/or email and educating them on the program to see if they are interested in participating. You will follow up with the restaurants that have expressed interest in the program and answer any questions they may have.

Once they have agreed to participate, you will be in charge of scheduling a date for them to hold an event. There are three (3) categories of restaurants: Year Round Diners (hold one event per month for the entire year), Seasonal Diners (hold a minimum of four (4) events throughout the year), and One Time Diners (hold one (1) event a year). After their event has passed, you will follow up with them about how the event went and about how much money was made during their event and where the check should be mailed to. Once a check is received, you will mail them a thank you letter stating the amount of their donation.



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REQUIREMENTS/QUALIFICATIONS

- *All applicants will be expected to work a minimum of 10 office hours a week for the duration of the internship. Hours must be pre-scheduled once the internship begins.*
- Punctuality is expected.
- Excellent attention to detail with the ability to multi-task.
- Must be able to work independently and in a team environment.
- Must have excellent written and verbal communication skills.
- Weekly progress and time reports are required.

HOW TO APPLY

Please send all cover letters and resumes to Bryanna Gwitt at bry@huntershope.org. Selected individuals will be contacted via telephone for the first interview.