

# Professional Fire Fighters of Wisconsin Charitable Foundation



---

**Internship Opportunity : Generalist**  
**Program Management**  
**Marketing, Communications, and Events**  
**Development / Fundraising**  
**Organizational Development and Administration**

---

## Summary

### ORGANIZATION

The Professional Fire Fighters of Wisconsin Charitable Foundation (PFFWCF) is a 501(c)(3) public charity working to create a fire safe and burn free Wisconsin. The mission of the PFFWCF is to promote, encourage, and foster fire safety, burn prevention, and public safety education. We support burn survivors of all ages, fire fighters, and communities.

### POSITION

The PFFWCF continues to grow steadily and is now seeking a qualified individual to grow with us. The Board of Directors and Executive Director are looking for a mission-focused, strategic, and process-minded leader with a thirst for growing their knowledge and experience among a group of diverse and talented individuals.

The intern must be a leader who is able to help others at the PFFWCF deliver measurable, cost-effective results that make an impact on our mission and the people we serve. Importantly, the successful candidate will share our core values of public service, dedication, compassion, and courage; as well as, have the skills and personal confidence to work efficiently and effectively both independently and with a team.

### RESPONSIBILITIES SUMMARY

As a growing non-profit with limited staff, the successful candidate will be responsible for a multitude of tasks in addition to programming. Reporting directly to the Executive Director, the responsibilities mainly consist of managing programming, relationships, and communications. There are also general and administrative, development/fundraising, and other duties as assigned. This is an unpaid or for-credit internship position, normal work hours are 8:30am to 4:30pm Monday through Friday, with some nights and weekends also required.

### KEY QUALIFICATIONS SUMMARY

As a prerequisite, the successful hire must believe in the core values of the PFFWCF and be driven by the mission. The hire should demonstrate a passion for breaking new ground to impact our mission and people we serve. Beyond that, we are seeking a candidate that wants to increase their knowledge, experience and abilities to both lead and build the capabilities of a driven, bright, and diverse team.

### COMPENSATION

This is an outstanding opportunity for a highly motivated professional to grow and assume a pivotal role in the evolution of a fast growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. The PFFWCF is offering this experience as an unpaid or for-credit internship.

### APPLICATION PROCEDURE

To apply, please email a letter of interest and/or resume to [mike@pffwcf.org](mailto:mike@pffwcf.org). Include "PFFWCF INTERN" in the subject line. Please call Mike with any questions (608) 630-8440 or (414) 430-3697. Thank you!