

Iowa State Fair Blue Ribbon Foundation Internship Opportunities

About the Blue Ribbon Foundation: The Iowa State Fair Blue Ribbon Foundation is a non-profit 501(c)3 organization on the Iowa State Fairgrounds in Des Moines. Since 1993, the Foundation has raised more than \$220 million through donations, grants, and in-kind support to restore and preserve the historic Fairgrounds.

Internship Overview: The Blue Ribbon Foundation is seeking three interns to be key team members and take on significant responsibilities that directly support the Foundation's mission.

Available Positions: Each internship focuses on a core area but includes cross-functional opportunities in marketing and event planning.

- **Public Relations Intern:** Lead the promotion and coordination of the *Iowan of the Day* program, Woodcarvers' Auction, and support other events through communication materials.
- **Donor Relations Intern:** Assist with donor engagement, special event planning, corporate communication, and donor correspondence.
- **Sponsor Relations Intern:** Support sponsorship development through marketing, communications, event coordination, and sponsor management.

General Responsibilities: In addition to specific roles, all interns will contribute to:

- Social media and marketing campaigns
- Office support (handling phone/email inquiries, database entry)
- Projects tailored to intern strengths, such as auction coordination or merchandise design

Qualifications:

- Excellent written and verbal communication
- Strong organizational and multitasking skills
- Comfortable in a fast-paced, team-oriented environment
- Proficient in Microsoft Word and Excel; familiarity with graphic design software is a plus
- Self-motivated, professional, and able to work independently
- Able to maintain confidentiality and meet deadlines

Availability Requirements:

- **Spring/Summer Intern:** 8 -12 hours/week starting in March; full-time (40 hours/week) from May through late August
- **Summer Intern:** Full-time (40 hours/week) from May through late August
- Must be available for extended hours during:
 - **July 6-11** (fundraising event) and **August 2-22** (Iowa State Fair, August 12-22)

Compensation:

\$16/hour

How to Apply:

Submit the following by **November 30, 2026**:

- Cover letter, resume, three references, two writing samples, design samples (optional)

Send application materials to:

Iowa State Fair Blue Ribbon Foundation

Attn: Drew Snieszek

P.O. Box 57130

Des Moines, IA 50317

Drew@BlueRibbonFoundation.org

515-262-3111 Ext. 375



**IOWA STATE FAIR
BLUE RIBBON
FOUNDATION**