



YEARLONG INTERNSHIP PROGRAM OVERVIEW

OVERVIEW

The Virginia Athletics Foundation (VAF) Yearlong Internship Program offers a hands-on, academically enriching experience working alongside development, operations, and communications professionals within one of the premier athletic fundraising organizations in the country.

This yearlong internship is designed to introduce students to philanthropy in college athletics, donor stewardship, event management, marketing, and nonprofit financial operations, equipping them with meaningful career exposure, transferable skills, and professional mentorship.

The program is overseen by Chief of Staff, Allie Ware, who provides overall structure, guidance, and support to the student cohort.

PROGRAM MISSION

To provide interns with immersive, real-world experience that develops leadership, professionalism, and an understanding of philanthropic impact while meaningfully supporting the Virginia Athletics Foundation's commitment to advancing UVA Athletics.

PROGRAM STRUCTURE

Duration: Academic year (September–May)

Eligibility: Current undergraduate students, graduate students, or recent college graduate

Time Commitment: 20 hours per week, some weekends and events required

Pay: Stipend available contingent on experience

Each intern will apply to one of the following teams and receive direct supervision, mentorship, and project assignments aligned with that team's work.

HOW TO APPLY

If interested, please email your cover letter and resume to Allie Ware, Chief of Staff, Virginia Athletics Foundation (aware@virginia.edu).



CREATIVE DESIGN INTERNSHIP

Reports To: Elizabeth Sowards, Coordinator of Marketing and Communications

Focus: Provide visual design support for the Virginia Athletics Foundation by creating professional, brand-aligned graphics for digital and print use.

Job Description:

The Creative Design Intern at the Virginia Athletics Foundation, will support marketing and communications efforts by creating high-quality, brand-aligned visual content for digital and print platforms. Reporting to the Coordinator of Marketing and Communications, this yearlong (September–May) paid internship requires approximately 20 hours per week, with some evenings and weekends for events. The intern will design graphics for fundraising campaigns, donor stewardship initiatives, and events; develop content for social media, email, and web; produce layouts for brochures, invitations, signage, and reports; and ensure all materials align with VAF brand standards. The role also prefers candidates with the ability to create event video recaps for social media and capture event photography. Additional responsibilities include preparing files for production, organizing creative assets, and collaborating with development, events, and donor experience teams. This role provides hands-on experience applying graphic design in a professional environment, working within brand guidelines, using industry design tools and workflows, and translating creative concepts into polished materials, while gaining exposure to collegiate athletics fundraising.

Sample Responsibilities:

- Design graphics for campaigns, donor stewardship, events, and presentations
- Create visuals for social media, website assets, and email content
- Develop layouts for brochures, invitations, signage, and reports
- Maintain VAF brand consistency across all creative projects
- Prepare print-ready and digital-ready files
- Assist with organizing and maintaining creative asset libraries
- Collaborating with development, events, and donor experience teams
- Translating creative concepts into finished materials
- Collaborating with development, events, and donor experience teams

Required Skills: Experience with Adobe Creative Cloud (Photoshop, Illustrator, InDesign).

Please provide examples/design portfolio with application.