

## **Development, Fundraising & Event Internship Job Description**



### **Development, Fundraising & Events Intern**

**Status: Intern (unpaid); Course Credit Offered**

**15-20 hours per week (15 hrs. minimum anytime M-F between 9am-5pm; consecutive **two semester commitment preferred**)**

**Reports to: Senior Development Director & Campaign Manager**

### **Position Overview & Basic Function:**

The Development, Fundraising and Events Intern works closely with the Sr. Development Director & Campaign Manager. The Development department exists to identify, cultivate, solicit and steward individuals & companies interested in supporting Susan G. Komen® Greater Central and East Texas. We are looking for someone to work in an office with a remote supervisory team to help us further our vision and goals for the community. Strongly preferred: A Waco resident who knows the surrounding area and is currently pursuing or who has obtained a degree in Liberal Arts, Communications or another closely related field.

The Development department also oversees all fundraising efforts and events for Komen Greater CETX which consists of:

- Two key affiliate events (More Than Pink Walk, Big Pink Give)
- Third Party partnerships and events
- Pink Ribbon Giving Circle + Membership Programs
- End of Year Giving Campaign
- Individual & corporate donations

The Fundraising and Events Intern will provide management and coordination support to fundraising events for Komen Greater CETX and to the overall Development department.

### **Core Responsibilities:**

- Assist with gift acknowledgment, donor database (Salesforce/Greater Giving) and filing of donations
- Research and prepare background for individuals, corporations and possible sponsorship/grant applications
- Support and attend special events and fundraising activities as needed
- Opportunity to own/manage various events/activities (Dine Out for the Cure, Schools for the Cure, etc.)
- Draft and proofread professional correspondence
- Assist in securing sponsorships and in-kind requests (both written and verbal)
- Coordinate closely with Development Dept. with social media, collateral, and web content to promote events and meet sponsor deliverables.

### **Required Knowledge & Skills:**

- Pursuing an undergraduate/graduate degree
- Comfort and familiarity with securing donations and related event planning
- Excellent communication skills, both oral and written.
- Dependable, reliable, honest & trustworthy
- Self-motivated, flexible team player with a positive attitude, demonstrate ability to multi-task and the ability to meet deadlines and adjust to changing priorities
- Comfort with soliciting/interacting with individuals & companies face-to-face, on the phone or via mail/email.
- Exceptional phone etiquette
- Research, writing, editing and proof-reading skills
- Demonstrate commitment to non-profit work
- Knowledge of Microsoft Office (Word/Excel) applications, email and donor management system preferred
- Must be 18 years or older and authorized to work in the United States
- Ability to work 15- 20 hours per week. Office hours are Mon– Fri, 9 am to 5 pm

### **Other:**

- Must be 18 years or older
- Must have reliable transportation
- Hours may vary from the standard 9 am – 5 pm. Evening and weekends may be required.

### **Benefits:**

- Get experience in the non-profit sector
- Receive "Hands on" ownership of projects, building experience and project management
- Gain collaborative and networking skills with multiple departments and customers both internally and externally

### **To Apply:**

Please submit a cover letter and resume to [intern@komengreatercetxt.org](mailto:intern@komengreatercetxt.org). Include the intern job title and your first and last name in the subject line of the email.

### **Our Mission**

To save lives and end breast cancer forever.

### **About Komen Greater CETX**

Susan G. Komen® Greater CETX is a nonprofit committed to saving lives and fighting breast cancer globally. Komen Greater CETX is the only breast cancer organization attacking the disease on all fronts locally through education, screening, treatment, follow-up care, survivorship support, advocacy and research. The organization serves the women and men in a 58-county service area. We battle breast cancer by removing barriers to care for the uninsured and underinsured. Of the funds raised annually, Komen Greater CETX invests up to 75 percent into local community health care grants and educational initiatives; the remaining 25 percent is invested into global research studies to find the cures for breast cancer.