



Position Title: Fund Development Intern
Timeframe: TBD
Reports To: Fund Development Manager
Classification: Intern (unpaid)

Overview

The role of the intern is to assist the Fund Development Manager with all development activities, including but not limited to sponsorship and team cultivation for the Race for the Cure, preparation of BigWigs Campaign, preparation for Promise Breakfast, Pin-Up Program, third-party programs and research and preparation of applications for grants.

Primary Responsibilities

- Assist with communications with Race sponsors to obtain information about Race Day engagement.
- Assist with update of excel spreadsheet tracking fulfillment of sponsorship benefits and requirements.
- Evaluate data in excel spreadsheets relating to Race team and participant fundraising performance.
- Strategize ways to increase Race team and participant fundraising performance and implement strategy.
- Prepare and deliver Lunch and Learn presentations to Race Teams and Sponsors, upon request.
- Assist with development calls to increase Race team and participant registrations and fundraising.
- Return phone calls and emails in a professional manner as directed.
- Assist with answering Race related questions, including but not limited to assisting with registration or modifying registration information.
- Research fundraising opportunities as directed, including but not limited to grant opportunities.
- Email and phone communication regarding BigWigs program and track communications.
- Update program materials pertaining to BigWigs program.
- Contact potential leads for incorporation of Pink Ribbon Pin-Up Program and track progress.
- Input Salesforce entries for leads and contacts.
- Assist with preparation of information and give-aways as needed for the office.
- Assist Fund Development Manager on Friday of Race and Race Day with Sponsorship needs.
- Assist with recruiting and tracking third-party program opportunities.
- Other office needs as directed.

Education/Experience/Requirements

- Pursuing College Degree in Marketing, Business or Sales related fields
- Must be proficient in all Microsoft Office programs
- Must maintain highest level of personal and professional integrity
- Must have strong interest in Komen's mission to end breast cancer forever
- Must have strong communication skills, and comfortable soliciting donations
- Must be able to handle fast-paced working environment and work well under pressure
- Must be able to multi-task and comfortable with working environment where tasks differ day to day
- Must be innovative, proactive, and creative thinker
- Prior experience assisting non-profits, strongly preferred
- Prior call center or customer service experience, strongly preferred
- Prior experience working in Salesforce and Convio, preferred but not required
- Prior experience working with Adobe Creative Suite, preferred but not required
- Prior grant writing experience, preferred but not required
- Exercise discretion and good judgment.
- Must be able to dedicate up to 20 hours per week to internship.
- Ability to lift 25 pounds