



Fundraising & Event Internship Job Description

Fundraising & Events Intern

Status: Intern (unpaid); Course Credit Offered

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

Reports to: Development Director & Development Coordinator

Position Overview & Basic Function:

The Fundraising and Events Intern works closely with the Development Director & Development Coordinator. The Development department exists to identify, cultivate, solicit and steward individuals & companies interested in supporting Susan G. Komen® Austin. Strongly preferred: someone currently pursuing or who has obtained a degree in Liberal Arts, Communications or a closely related field.

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

- Two key affiliate events (Race for the Cure, Pink! Party)
- Third Party partnerships and events
- Pink Ribbon Giving Circle + Membership Programs
- Doctors for the Cure
- Annual Report Campaign
- Individual & corporate donations

The Fundraising and Events Intern will provide management and coordination support to fundraising events for Komen Austin 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
 - Opportunity to own/manage various events/activities (Dine Out for the Cure, Schools for the Cure, etc)
- Draft and proofread professional correspondence
- Assist in sponsorships and in-kind requests (both written and verbal)
- Coordinate closely with marketing team on social media, collateral, and web content to promote events

Required Knowledge & Skills:

- Pursuing an undergraduate/graduate degree
- Comfort and familiarity with 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 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

- Experience in the non-profit sector
- “Hands on” ownership of projects, building experience in project management
- Collaboration and networking with multiple departments and customers both internal and external

To Apply:

Please submit a cover letter and resume to intern@komenaustin.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 Austin

Susan G. Komen® Austin is an Austin-based nonprofit committed to saving lives locally and fighting breast cancer globally. Komen Austin is the only local breast cancer organization attacking the disease on all fronts – education, screening, treatment, follow-up care, survivorship support, advocacy and research. The organization serves the women and men in the city’s five-county area battling breast cancer by removing barriers to care for the uninsured and underinsured. Of the funds raised annually, Komen Austin 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.