



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

### **Fundraising & Events Intern**

**Status: Intern (unpaid); Possible Course Credits**

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

**Reports to: Executive Director**

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

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

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

- Key affiliate events (Race for the Cure, Pink! Party)
- Third Party partnerships and events
- Pink Ribbon Giving Circle
- Annual Campaigns
- Individual & corporate donations

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

### **Core Responsibilities:**

- Assist with gift acknowledgment, donor database (Salesforce/Convio) 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 8:30 am – 4:30 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 [jeaton@komenie.org](mailto:jeaton@komenie.org). Include the intern job title and your first and last name in the subject line of the email.