

Development Intern



Reports to: Julie Jacobson-VanderHye, Director of Donor Partnerships

Position Status: Intern (unpaid)

Time Commitment: 15-21 hours per week

About Susan G. Komen®

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982 that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. The Chicagoland Affiliate, established in 1997, is one of over 100 Affiliates in the U.S. Since 1997, over \$17.4 million has been awarded to organizations in Cook, DuPage, Kane, Lake & McHenry Counties funding lifesaving breast health navigation, breast cancer screening, diagnostics, treatment and treatment support services for uninsured and underinsured women and men in need.

Position Overview & Basic Function

The Development/Special Events Intern will assist the Development & Events team with various fundraising areas particularly in the area of special events and event logistics, with opportunities to assist with corporate partnership outreach, donor communications, research projects, database management, mailings, event inventory and outreach for in-kind auction items.

Primary Responsibilities:

- Assist with the planning for the Mother's Day Race for the Cure, Ride for the Cure and Gala which includes: communications, logistics, volunteer and program support.
- Assist with affiliate special events including, but not limited October Gala, Rally for the Cure Program, Bike Ride and Third Party Events.
- Assist with Inaugural October Gala fulfillment/activation and communication as needed.
- Communicate with past and future donors via phone calls, e-mail and mailings.
- Other duties as assigned.

Required Skills & Education:

- Must be available Sunday, September 16 (Ride for the Cure) & Saturday, October 27 (Fundraising Gala).
- Ability to work some evenings and weekends. Flexible scheduling preferred.
- Excellent communication, customer service and interpersonal skills.
- Strong time-management, organizational and research skills.
- Quick learner with the ability to self-motivate.
- Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel, PowerPoint)
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university.
- Must have a valid driver's license and be willing to drive to events.

Other:

- Ability to lift / carry a minimum of 15 pounds; capable of standing for one hour or more.
- Optional use of Komen Chicago laptop or personal laptop.
- Candidate is subject to a criminal background check.

Benefits:

- Opportunity to gain insight into the not-for-profit sector.
- "Hands-on" environment with individuals who respond to critical community breast health issues.
- Develop above-entry-level skills.

To Apply:

Please submit a cover letter and resume to Julie Jacobson, Director of Donor Partnerships, at jjacobson@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.