

Fundraising and Events

Reports to: Development Associate
Position Status: Intern (unpaid)
Time Commitment: 20 hours per week minimum (anytime between 9am-5pm M-F)

Position Overview & Basic Function:

The Fundraising and Events intern works closely with the Development Director. The Development department exists to identify, cultivate, solicit and steward individuals interested in supporting Susan G. Komen® Austin. The Development department oversees all fundraising efforts for Komen Austin which consists of key affiliate events (i.e. Race for the Cure, Pink! Party, Eat.Drink.Shop PINK), 3rd party partnerships, Pink Ribbon Giving Circle, Doctors for the Cure, planned giving, direct mail, individual & corporate donations. The development intern will provide management and coordination support to fundraising events for Komen Austin and to the overall development program.

Primary Responsibilities:

- Assist with gift acknowledgment, donor database and filing of donations
- Research and prepare background for individuals and possible sponsorship/grant applications
- Support and attend special events and fundraising activities
- Draft and proofread professional correspondence
- Assist in sponsorships & in-kind request (both written and verbal)
- Coordinate with marketing team on web content related information regarding 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
- 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 20-25 hours per week. Office hours are Mon– Fri, 9am to 5pm
- Reliable transportation

Other:

- Must be 18 years or older
- Must have reliable transportation
- Hours may vary from the standard 9 a.m. - 5 p.m. based on upcoming community focus groups

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.

About Susan G. Komen® Austin

One in eight women will have to fight breast cancer in her lifetime. That's why, since 1999, Susan G. Komen has been hard at work here in the Austin area raising money to provide breast cancer screening, education and medical services as well as financial and emotional support. In fact, 75 percent of the money we raise each year is put to work right here in Travis, Hays, Williamson, Bastrop and Caldwell counties to improve the lives of everyone affected by this deadly disease. The remaining funds go to national research to find better treatments and ultimately the cures for breast cancer.

Learn more at: www.komenaustin.org

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.