

Development Intern Job Description

The Development Intern would assist with various fundraising areas particularly in the area of special events – Marathon for the Cure® and Komen Race for the Cure®. This opportunity allows you to assist with sponsorship solicitation, database management, mailings, social media marketing, while responding to inquiries from the public about the Affiliate, special events.

Qualifications:

- Undergraduate/Graduate student
- Interest in non-profit or event management
- Strong customer service skills as well as strong computer skills
- Highly organized and professional in manners

Requirements:

- Availability to work at least 30 hours per week for a minimum of 3 months
- Use of personal computer necessary.
- Strong time-management, organizational, and research skills a must
- Ability to self-motivate and stay on task

Compensation: Unpaid.

Additional:

This internship is an excellent opportunity to gain insight into the not-for-profit sector. You will work in a “hands-on” environment with individuals who respond daily to critical community issues. This is also a great chance to develop above-entry-level skills.

This position reports directly to the Development Coordinator but will work closely with the Special Event & Public Relations Manager and Development Director.

Please submit a cover letter along with a resume to Hilary Grunewald at hgrunewald@komenchicago.org.