

POSITION DESCRIPTION



Position Title: Development Intern
Reports to: Development Director
Employment Status: Temporary/Internship
Hours: 20-40 hours / week; Monday-Friday

POSITION SUMMARY

The Development Intern will provide support for Susan G. Komen Houston market including development duties, administrative duties, event logistics and customer service. Additionally, the intern will have the opportunity to contribute their writing, social media and graphic design skills. This position will offer an opportunity to gain experience in donor management, researching prospects, project management, donor communications planning.

PRIMARY RESPONSIBILITIES -

- Provide support as needed for Komen Houston Race for the Cure
- Research corporate sponsorship/giving opportunities
- Research individual giving opportunities
- Help prepare materials for donor solicitation
- Assist with individual/corporate stewardship
- Assist with mailings, filing, and special projects as needed
- Produce content for website and social media
- Assist with editing
- Follow established Komen policies and procedures

MINIMUM QUALIFICATIONS

- Currently enrolled full-time or part-time undergraduate student in the area of communications, public relations, liberal arts, health, non-profit management, women's studies, public health administration or related field.
- Proficiency in Microsoft Office including Word, Excel and Outlook
- Interest in women's health, special events, non-profits, and marketing.

PREFERRED QUALIFICATIONS

- Ability to work Summer and/or Fall Semester.
- Graphic design experience.

SKILLS AND KNOWLEDGE

- Strong interpersonal skills and ability to interact with board members, committee chairs, staff and volunteers.
- Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- Organizational skills.

Submit application, cover letter, and resume to mbeasley@komen.org. Internship application can be found at www.komen-houston.org/get-involved/internship.

About Susan G. Komen®

In 1980, Nancy G. Brinker promised her dying sister, Susan, that she would do everything in her power to end breast cancer forever. In 1982, that promise became the Susan G. Komen® organization and the beginning of a global movement. What was started with \$200 and a shoebox full of potential donor names has now grown into the world's largest nonprofit source of funding for the fight against breast cancer. To date, we've invested more than \$2.9 billion in groundbreaking research, community health outreach, advocacy and programs in more than 60 countries. Our efforts helped reduce deaths from breast cancer by 40 percent between 1989-2016 and we won't stop until our promise is fulfilled. Susan G. Komen is the ONLY organization that addresses breast cancer on multiple fronts such as research, community health, global outreach and public policy initiatives in order to make the biggest impact against this disease.