

August 17, 2017



BREASTCANCER.ORG

Development Intern (PT)

Breastcancer.org - Ardmore, PA 19003

\$13 an hour - Part-time, Internship

*Note: This position also has been posted on Indeed under the title "development coordinator."

Overview

Breastcancer.org seeks an in-office development intern 10 hours per week. Under the supervision of the director of development and working closely with the grants manager, the development intern will support the back-end functions of the development team, with a special emphasis on development writing and research. This position pays \$13/hour.

Responsibilities

Writing: 80%

- Assist with letters of inquiry, proposals, and donor reports to foundations, corporations, and individuals
- Write quarterly partnership newsletter, highlighting Breastcancer.org's achievements, to be emailed to all donors
- Prepare and customize thank you notes from CEO to members of The Circle, Breastcancer.org's group of supporters who have donated \$1,000 or more in any given fiscal year
- Assist development and marketing teams with Breastcancer.org's first annual report
- Maintain meticulous records in Raiser's Edge database
- Other duties as requested

Research: 20%

- Identify, research, and prioritize prospective donors, including foundations and individuals, whose interests and/or mission align with Breastcancer.org's

Approved For Posting
Office of Student Life

- Develop and maintain research thorough records in Raiser’s Edge database

Qualifications

- Excellent writing skills
- Demonstrated ability to conduct extensive online and database research
- Demonstrated ability to distill large quantities of information into the most relevant details
- Strong organization skills and attention to detail
- Experience with Raiser’s Edge, or other donor databases, a plus
- Commitment to women’s health and Breastcancer.org’s mission
- Interest in Development work
- Ability to work from our Ardmore, PA office
- Bonus: fluent in Spanish

If you are a student and this internship goes towards relevant coursework, Breastcancer.org will work with you and your institution.

To apply, please submit a cover letter and resume and include "development intern" in the subject line of your email. All applications should be submitted to jobs (at) breastcancer (dot) org.

Job Type: Part-time

Salary: \$13.00 /hour

Apply at: <https://www.indeed.com/cmp/breastcancer.org/jobs/Development-Intern-9c5896b75480d8cf?q=Breastcancer.org>