

Job Description – Development Internship Position

THE OPPORTUNITY

We are looking for a Development Intern to get involved with many different aspects of a small 501(c)(3) non-profit. This will include a full range of activities required to plan event logistics, cultivate potential donor relationships, create systems for event preparation and execution, and maintain online fundraising platforms.

THE ORGANIZATION

Chromosome 18 Registry & Research Society is a primarily a volunteer based organization. Our Mission is to help people with chromosome 18 abnormalities overcome the obstacles they face so they may lead happy, healthy, and productive lives. We are proud to count among our members those who are affected by a chromosome 18 abnormality, extended family members, and professionals. We are a 501(c)(3) non-profit, tax-exempt public charity.

KEY RESPONSIBILITIES

Some of the main position duties are listed below. Other duties may be assigned as necessary.

- Responsible for conducting the full range of activities required to research, prepare, submit, and manage event proposals for fundraising and donor events.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation ongoing fundraising relationship opportunities.
- Work with staff members to plan and execute community partners and member events, including the Starfish Dash, an official Fiesta event.
- Maintain records in database, digital, and paper files, including donation tracking.
- Create, plan, and execute fundraising event as part of long-term design project.

KNOWLEDGE AND SKILLS:

- Strong written and verbal communication skills required to communicate with members and potential donors.
- Strong time-management skills, attention to detail, and ability to meet deadlines.
- Preferred experience with event planning, but not required.
- Strong contributor in team environments

QUALIFICATIONS:

- General knowledge of event planning preferred, but not required.
- Previous experience with non-profit fundraising preferred, but not required.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.

Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, pregnancy, protected veteran status or other status protected by law.