

Job Description – Development Assistant

Due to current health mandates and for the safety of our staff and interns, **this is a remote position**. Chromosome 18 is well equipped to offer remote internship opportunities and will provide the necessary support you need for a meaningful internship!

THE OPPORTUNITY

We are looking for a Development Assistant 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.

With this internship you will gain experience in...

- Researching, preparing, submitting, and managing event proposals for fundraising and donor events.
- Performing prospect research on foundations and corporations to evaluate prospects for corporate and foundation ongoing fundraising relationship opportunities.
- Working with staff members to plan and execute community partners and member events, including the Starfish Dash (an official Fiesta event) our Annual Family Conference, and our Annual Golf Tournament
- Maintaining records in database, digital, and paper files, including donation tracking.
- Creating, planning, and executing fundraising event as part of long-term design project.

Preferred 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

Preferred 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.