



Development and Data Management Intern – Fall 2019

Overview

The Development Intern will focus on completing projects and tasks that help support staff in tracking donations and developing reports in order to engage donors and prospects for year-round giving and major events participation. The intern also will help maintain the online CRM to better measure third party and corporate donations in order to assist the executive director with major gifts follow up. This is an unpaid internship opportunity that offers valuable hands-on experience in development and data management for a well-known nonprofit organization. Komen Missouri will gladly complete any necessary paperwork or reporting to ensure the intern receives course credit from his or her college or university. The intern reports to the Executive Director. Work hours are flexible based on the student's schedule and the school's requirements for credit completion.

Accountabilities

The intern will work on a variety of communication and marketing projects and be involved in numerous learning opportunities throughout the semester, which may include:

- Database Management – assist staff with logging offline donations, third party gifts and corporate donations
- Major Donor Solicitation – work with our Executive Director to identify and create portfolios on potential and current major donors
- Campaign Planning – help the staff plan and create materials for the year end appeal
- Corporate Giving Initiatives – work with the Development Assistant to reach out to major employers within Komen Missouri's territory to encourage employee and corporate giving
- Donor Acknowledgment and Nurturing – work with staff to send acknowledgements following each donation and develop a cross-platform drip campaign to keep donors engaged and involved with Komen Missouri throughout the year

Qualifications

- Pursuing a degree in business, communication, public health or other related field.
- Excellent written and verbal communication skills, including the ability to interview people and use information gathered to develop compelling stories
- Experience with online media – social media, website, e-newsletters, etc
- Working knowledge of Microsoft Word, Excel, and PowerPoint. Familiarity with online CRMs (Salesforce, Luminate) and email campaigns are a plus.
- Adaptable, able to handle multiple tasks, willing to learn, and able to work independently and within a team
- Passion for making a difference working for a nonprofit organization

Dates

Internship would start the week of September 3 and run until the week of December 9. Please apply by August 16.

About Susan G. Komen Missouri

The mission of Susan G. Komen Missouri is to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures. Komen St. Louis is focused on meeting the breast health needs of the women and men most at risk and most in need in our community. Since 1999, the Affiliate has invested more than \$29 million in local breast health programs in our 38-county Missouri/Illinois service area and \$9 million in breast cancer research. Our vision is a world without breast cancer.

To apply, send resume and cover letter via email to: info@komenmissouri.org with the subject line DEVELOPMENT INTERNSHIP. No phone calls, please. Applicants must have a mode of transportation to get to and from the office at 1002 Hi Pointe Place, St. Louis, MO 63117 (near the intersection of Clayton and Skinker).