



## **Development Intern Job Description**

**Supervisor: Cristina Moore, Development Manager**

**Summary:** The Development Intern will assist the Development Manager with administrative duties and activities of the Development Department including fundraising, special events, database management and corporate sponsorship.

**Time Commitment:** Minimum 1 term, prefer multiple terms, 8 - 10 hours/week

### **Essential Duties and Responsibilities:**

- Assist Development Manager with event logistics, details and planning for Lunch for the Cure, the Impact Showcase events and Marathon for the Cure.
- Track guest lists, respond to correspondence
- Provide data entry as they relate to the events
- Answer correspondence and respond to questions from attendees and participants
- Assist with mailings of invitations
- Other duties as assigned

### **Requirements:**

- Excellent communication and interpersonal skills
- Experience in word, excel
- Very detail oriented and organized
- Quick learner
- Self-starter
- Ability to lift 50 lbs.

### **Benefits:**

- Vital work experience in a non profit
- Tri-met bus tickets

***We can't do it without you!***