



Partnerships Intern

National Breast Cancer Foundation, Inc.'s Internship Program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge. Each Intern will be exposed to the daily tasks related to their educational track (projects, meetings, and creative brainstorming), as well as necessary corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a successful and well-established non-profit organization. We take the Interns future interests into consideration and provide each intern with an Advisor that will help guide them throughout the duration of their internship.

Full Job Description:

Title: Partnerships Intern

Reports To: Sr. Manager of Strategic Partnerships

Work Schedule: Flexible, Beginning June 2023 – December 15, 2023 ; 20 hours per week

Compensation: \$15.00 hourly wage

FLSA Status: Non-exempt, Part-time, Temporary

Key Responsibilities:

The Partnerships Intern will join the development team to help advance NBCF's mission by supporting our donors, fundraisers, and corporate partners. Responsibilities will include:

- Assisting with the inbound leads in the partner inbox through sorting, responding, and delegating inquiries accordingly
- Conducting active research on inbound leads to assist in determining partnership potential
- Collecting and inputting detailed information (company information, contact details, meeting notes, etc.) into our CRM database
- Emailing, cold-calling, and connecting with specific industries from the prospecting list
- Supporting day-to-day activities alongside team members in corporate development
- Supporting one-off BCAM requests (mailing packages, presentations, running reports, helping with partner packing parties, etc.)
- Supporting preparation for meetings with creating custom decks and then during meetings by detailed notetaking
- Collaborating across departments to assist with impact content to share with our partners and donors

Qualifications:

National Breast Cancer Foundation, Inc. is a non-profit organization based in Frisco, TX. We are looking for individuals passionate about our mission, "Helping Women Now". NBCF seeks to be a diverse and inclusive employer.

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Candidate must be an undergraduate student pursuing a degree, preferably in Business, Communications, Marketing, or related field
- Proficient in Microsoft Office Suite
- Excellent interpersonal and communication skills, written and verbal
- Organized and detail-orientated
- Self-motivated, hard-working individual with a positive attitude
- Non-profit experience, volunteering, or strong community involvement a plus

Physical Demands and Work Environment:

- Occasional attendance in company office
- Safe office space, including internet access
- Frequently required to sit, stand, and/or walk
- Continually required to utilize hand and finger dexterity
- Continually required to talk or hear
- Continually utilize visual and acuity to read information, and use a keyboard

Application Instructions: Please submit your resume (with cover letter) to HR@nbcf.org . We are excited for you to tell us why you'd like to join our team!

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