Development 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: Development Intern

Reports To: Senior Vice President of Development

Work Schedule: Flexible, Beginning February through June; 15 hours per week

Compensation: $15.00 hourly wage

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

Key Responsibilities:

The Development Intern will join the development team to help facilitate and provide swift and clear stewardship to create strong gratitude communications with donors. This includes coordinating donor relations that demonstrates philanthropic impact through fundraising, corporate partnerships, and donor initiatives. Effective collaboration and communication will be critical to success in this role.

Responsibilities will include:

- Provides strong and consistent administrative support to the development team
- Maintains positive customer service to inquiries and communications in the general development email inbox
- Records opportunities in online CRM database in a timely and accurate manner
- Executes donor stewardship (gratitude, mission gifts, cause connection discovery, past support cards, anniversary cards, birthdays, etc.)
- Seeks opportunities to expand and innovate stewardship process and effectiveness
- Supports projects for the development team, including newsletter, slide decks, salesforce maintenance, and others as assigned
- Identifies inbound donors within donor base/CRM database to assist in assigning appropriate staff outreach

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".
Provides research on new opportunities for revenue under guidance of senior staff; Provide creative ideas on new outreach opportunities (streamers, corporations, individuals and other areas of cause connection)

**Qualifications:**
- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Self-motivated, hardworking individual with a positive and personable attitude
- Strong communication skills, both written and verbal
- Organized and detail-oriented
- Able to maintain accurate record and swift data entry
- CRM experience preferred, in particular SalesForce
- Clear, legible handwriting required
- Non-profit experience, volunteering, or strong community involvement a plus

**Physical Demands and Work Environment:**
- Regular and consistent attendance in company office
- Occasional evening and weekend attendance at local, offsite events
- Frequently required to sit, stand, and/or walk
- Continually required to utilize hand and finger dexterity
- Continually required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard

Please apply by sending your resume to hr@nbcf.org. Thank you!