



## **Development Internship**

### **Overview of Organization**

Susan G. Komen Oregon and SW Washington® was established in 1991 and provides education, advocacy, support and early detections resources to all counties in Oregon and three counties of SW Washington – Clark, Skamania and Cowlitz.

Susan G. Komen Oregon and SW Washington® is an innovative, highly recognized affiliate of the whole organization, having invested nearly \$32 million in education, local screening, survivor/fighter support services, advocacy for sound public policy, and breast cancer research conducted at Oregon Health & Sciences University Knight Cancer Institute, Providence Cancer Institute.

Our internship program is designed to provide professional development opportunities to students interested in learning about non-profit operations and programs. The ideal candidate has an understanding of the vision of Susan G. Komen and is passionate about the role they are applying for, as well as furthering our mission. All internships are unpaid, but students may receive school credit. Tri-met passes or \$100 towards monthly parking will be provided for interns.

### **Summary**

This opportunity will provide insight and experience in how a development team supports the overall functions of an organization. The Development Intern will assist staff with administrative duties and activities of the Development Department including fundraising, donor stewardship, database management, and corporate sponsorship.

### **Major Responsibilities:**

- Facilitate data entry of donor records, gifts, and interactions in Salesforce and Convio
- Assemble gift acknowledgement letters, and coordinate timely mailings
- Mailing Support
- Respond to confirmation requests for corporate matching gift programs
- Monitor incoming correspondence for the Development Department
- Assist with preparation for special events
- Other duties as assigned

**Time frame:** January 7, 2019 – March 22, 2019

### **Requirements:**

- An interest in hands-on experience in the activities of nonprofit organizations, and desire a deeper understanding of Komen’s efforts in community, health initiatives, corporate outreach and fundraising.
- Interest in nonprofit operations
- Excellent oral and written communication skills
- Very detail-oriented and organized
- Some evenings and/or weekend days may be required. Must be available on days of specific events (evening of February 26, March 2, March 16)
- Experience in Microsoft Word, Excel, Convio and Salesforce preferred
- Database and data entry experience preferred
- Ability to lift 25 lbs.

**Benefits:**

- Vital work experience in a nationally recognized nonprofit
- Training and practice in working with CRM databases (Convio and Salesforce)
- Tri-met bus tickets

**To Apply**

Komen Oregon is an EEO/AA/ADA employer committed to diversity and inclusion. All interested candidates must apply electronically by emailing a cover letter and resume to Anna Miller at [amiller@komenoregon.org](mailto:amiller@komenoregon.org) with “Development Intern” in the subject line. Applications will be accepted until the position is filled.