



Development Intern

Reports to: Stephanie Brown, Development Manager

Position Status: Intern (unpaid)

Time Commitment: 15-20 hours per week minimum

About Susan G. Komen® Greater Atlanta

Susan G. Komen Greater Atlanta was established in 1991 and is one of over 100 Affiliates in the U.S. and Europe. Komen Atlanta works within our community to provide low-income uninsured women with access to breast cancer screening and diagnostic services. This work is important, particularly in metro Atlanta: 53 women will be diagnosed every week, and 9 will die. And this has to change. In 2015, Komen Atlanta invested more than \$1.5 million in grants to 16 local organizations funding lifesaving education, patient navigation, treatment support and treatment programs in our 13-county service area. Since 1991, Komen Atlanta has raised more than \$44 million to fund potentially lifesaving services for low-income uninsured individuals.

Position Overview & Basic Function:

This is an unpaid position intended to provide training and professional experience to students or other appropriate individuals whose career intent includes fundraising, donor stewardship, grant writing, administrative support and other institutional advancement duties. This internship will provide practical entry-level experience by working directly with the Development Manager and the entire Komen Atlanta team to provide support to day to day administration as well as special projects and events.

Primary Responsibilities:

- Responsible for supporting fundraising staff in all aspects of revenue generation from fundraising event to cultivating individual and major donors
- Assist with design, copy writing and production of donor materials and ongoing correspondence
- Conduct prospect research and analysis to support solicitation strategies
- Assist with the organization and tracking of donor and sponsor information
- Daily maintenance of database records and donor profiles
- Builds relationships with outside vendors; potential for in-kind solicitation
- Work to help prepare grant applications and reports, including editing and proofreading proposal narratives, reviewing budgets, and compiling other components of an application
- Help ensure that reporting requirements for funders are met
- Various other office related tasks, as assigned
- As a special project, interested interns may independently write and receive feedback on a grant proposal to a funder

Required Skills & Education:

- Strong organizational skills
- Good communication skills, written and verbal
- Microsoft Office proficient
- Comfortable working with a diverse population
- Ability to work with a team and independently
- Willingness to learn
- Ideal for candidates pursuing a degree in Non-Profit Management, Business Administration or related field
- Must be enrolled in an undergraduate/graduate program or a recent graduate

Benefits:

- Opportunity to gain insight into the not-for-profit sector
- Hands-on environment with individuals who respond to critical community issues
- Develop above entry-level skills

About Susan G. Komen®

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982 that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures.