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## Development Intern

**Term:** Spring: January – May  
Summer: May – August  
Fall: August – December

**Hours:** 15-20 hours minimum per week; anytime M-F between 9am-5pm.

**Position Status:** Intern; Course credit offered

### **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 Wisconsin 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 events 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 fundraisers 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 knowledge and skills:**

- 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:**

**Other:**

- Experience in the non-profit sector.
- Hands-on environment with individuals who respond to critical community issues.
- Collaboration and networking with multiple departments and customers both internal and external
- Develop above entry-level skills.
- Build a work based portfolio.
- Experience working with internal and external stakeholders.

**About Susan G. Komen Wisconsin:**

Since 1999, Komen Wisconsin has invested over \$18 Million into the local community. This past year alone, vital services have been provided to women and men, including 2,684 screenings, 2,810 receiving support services, 1,671 diagnostic services and education to 25,805 people. Komen Wisconsin has also invested over \$6 Million in national breast cancer research. Together with sister affiliates across the country, Susan G. Komen is investing more than \$33 Million this year to fund 86 research projects. 44% of these are focused on metastatic research to understand and ultimately prevent the breast cancer that kills.

**To apply:** Please email cover letter and resume to Komen Wisconsin at [info@KomenWisconsin.org](mailto:info@KomenWisconsin.org). Include the intern job title and your first and last name in the subject line of the email.