



## **Susan G. Komen Wisconsin Development and Events Intern**

Susan G. Komen Wisconsin is a statewide resource for women who need breast cancer screening, diagnostic and support services. Through annual events including the MORE THAN PINK Walk as well as individual contributions, Komen Wisconsin raises funds that enable women to detect and survive breast cancer. Since 1999, Komen Wisconsin has invested over \$18 million into the local community.

### **Position Overview**

Komen Wisconsin is looking for an outgoing, creative and motivated individual who is willing to help with the many facets of development and special events. This position will provide training and professional experience to students or other appropriate individuals whose career intent includes fundraising, event planning, donor stewardship, administrative support and other institutional advancement duties. The position will work directly with the development manager, special events and the entire Komen Wisconsin team to support day-to-day administration as well as special projects and events including the MORE THAN PINK Walk and Dine Out for a Cure.

### **Primary Responsibilities**

- Responsible for supporting fundraising staff in all aspects of revenue generation from fundraising events like the MORE THAN PINK Walk 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
- Lead and implement successful Dine Out for a Cure campaign in Southeast Wisconsin by securing local restaurants and providing materials and guidance to participants
- Build relationships with outside vendors; potential for in-kind solicitation
- Help ensure that reporting requirements for fundraisers are met
- Other duties as assigned

### **Qualifications**

- Comfortable working with a diverse population
- Ability to work with a team and independently
- Strong written and verbal communication skills
- Organizational skills and ability to manage time and deadlines
- Proficient in Microsoft Office
- Interest in building business relationships
- Pursuing a degree in event planning, business administration, non-profit management, communications, marketing or related field

### **Compensation and Benefits:**

This is an unpaid internship, with course credit offered, about 15-20 hours per week. The internship will run from the beginning of August through December (specific start and end dates are flexible). Together, Komen Wisconsin and intern will determine mutual goals, as well as the best schedule and timeline for the candidate.

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