



Internship Opportunity

Position Title:	Philanthropy Intern
Supervisor:	Major Gifts Officer
Commitment:	6 months; April–September
Hours:	15 hours per week average with variability
Location:	Primarily work remotely with time in office or at event locations as needed.
Salary:	Volunteer position, no salary
Benefits:	References and recommendations offered, professional and non-profit experience, mentorship, learn advanced development and donor communication skills, positive work environment

Position Summary

Basic Function: Support CCA's fundraising and donor relations efforts while promoting the mission and interests of Children's Cancer Association.

Essential Function: Provide support as needed in general donor relations. Duties may include procuring auction donations, data entry, donor stewardship calls, event-related tasks, organization (digital and in-person), updating reports, and other duties as requested by the Development team.

Qualifications: High school graduate. Have an interest in nonprofit management, special events, marketing, communications, donor relations, fundraising, or related experience and studies. Priority to graduates or degree-seeking students who are studying one of these fields. Must have strong interpersonal, verbal, written, and computer skills. Must be comfortable with making phone calls and sending professional communications via email. Must be able to operate semi-independently and carry out a variety of organizational tasks in a remote environment. Must be organized, efficient, and work well with a variety of staff, volunteers and clients in a casual yet professional work environment. Must be comfortable in an environment supporting seriously ill children and maintaining confidentiality at all times.

Physical Demands: While performing the duties of this position, an intern is required to stand, walk, sit and lift. Occasionally, the intern is required to lift and/or move up to 25lbs. Position will primarily operate remotely. Occasional in office work requires adherence to CCA Health & Safety Guidelines.

General Information: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required for the position.

If you are interested, please send resume and an email cover letter to:
Carolyn Mahon, Director of Human Resources recruiting@jourx.org

For questions or more information about Children's Cancer Association, please visit www.Jourx.org.

Children's Cancer Association is an Equal Opportunity Employer.