The Melanoma Research Foundation (MRF) is seeking a Development Events Intern to support the Development Department with their nationwide fundraising events, Miles for Melanoma and the MRF Gala program. This position will be responsible for assisting the Events Manager with community outreach, engagement and logistics for the Miles for Melanoma and Gala programs. Some support may also be required for CommUNITY Fundraisers. This intern will report to the Development Assistant under the supervision of the Chief Development Officer and the non-paid internship can be taken for class credit and/or employment experience.

This position has some onsite responsibilities. In-person work is required at least once per week in the Washington, DC office. A hybrid work environment can be accommodated if needed.

Core Responsibilities:

Development:

- Solicit donations (gift cards, products, etc.) from vendors/businesses in the community and nationwide
- Conduct community outreach of past event participants and explore new recruitment channels and strategies
- Support the Development Department with Miles for Melanoma and Gala post-event stewardship to sponsors, vendors and top fundraisers
- Collaborate with the Development Department on unique concepts for driving participation and event engagement
- Aid the Development Department in projects related to Raiser's Edge donor management software

Events:

- Assist with organizing and preparing event materials for Miles for Melanoma and Gala program including but not limited to event toolkits and marketing materials
- Create marketing collateral relating to events such as social media graphics, flyers and save the date postcards
- Aid the Event Logistics Coordinator by conducting research of event locations for local partnership with food and beverage businesses, event vendors, future event locations etc.
- Support the Development Assistant with inquiries in the Miles for Melanoma email inbox. Ensure timely and professional customer service for all messaging

Requirements and Qualifications:

- Excellent customer service skills including verbal, written and interpersonal communication
- Detail-oriented and strong organizational skills with ability to multi-task
- Proficient in the Microsoft Office suite
- Availability of 10-25 hours/week
- Undergraduate student pursuing a degree in Marketing, Communications or another related field

To Apply:

Please send a cover letter and resume to Brianna Day, Development Assistant, at bday@melanoma.org with the subject line "Development Intern Application."