



FUNDRAISING DATABASE INTERNSHIP

The Cancer Support Community, an international nonprofit organization in Washington, DC, is looking for an organized, detail-oriented undergraduate/graduate student who is passionate about making a difference in the lives of people touched by cancer for our paid Fundraising Database internship. This intern will be enrolled in an undergraduate or graduate program, ideally with a focus on: Nonprofit Management, Business, Data Management, Statistics or related discipline.

Through this internship you will gain valuable experience in donor database management, fundraising, donor stewardship, prospect research and much more. The ideal candidate for this position is a self-starter, has an eye for detail and accuracy and has strong analytical and organizational skills as well as a keen interest in the nonprofit sector. Nonprofit experience is preferred.

Job Responsibilities

- Maintaining the integrity of the donor database including accurate donor records, data entry, gift processing, generating lists and reports and database clean-up
- Assisting with correspondence and mailings related to donor communications
- Assisting with other Development-related projects as deemed appropriate
- Providing general administrative support

Minimum Qualifications

- Proficiency in Microsoft Office - including Excel formulas and mail merges
- Detail-oriented, excellent time-management and organizational skills
- Excellent written and verbal communication skills
- Able to conduct all work in an ethical, honest and professional manner

Please email an **original** cover letter and resume to Sarah Suettinger, Administration Manager at ssuettinger@cancersupportcommunity.org. In your cover letter, please tell us why you are interested in this internship opportunity and include your qualifications, start date and weekly availability.

Hours: 20 hours per week (flexible hours between 9 a.m. - 5 p.m., M-F)

Start Date: August/September 2017

Location: Cancer Support Community - 734 15th St, NW, Suite 300, Washington, DC 20005

About the Cancer Support Community

As the largest professionally led nonprofit network of cancer support worldwide, the Cancer Support Community (CSC) is dedicated to ensuring that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community. CSC achieves its mission through three areas: direct service delivery, research and advocacy. The organization includes an international network of Affiliates that offer the highest quality social and emotional support for people impacted by cancer, as well as a community of support available online and over the phone. The Research and Training Institute conducts cutting-edge psychosocial, behavioral and survivorship research. CSC furthers its focus on patient advocacy through its Cancer Policy Institute, informing public policy in Washington, D.C. and across the nation. For more information, please visit www.CancerSupportCommunity.org.

The Cancer Support Community is an Equal Opportunity Employer