



About the Foundation: Children's Leukemia Foundation of Michigan (CLF) is a statewide nonprofit organization that provides disease and treatment education, social work based emotional support and financial assistance to Michigan families affected by leukemia, lymphoma and other blood related disorders. This includes child and adult patients as well as their families. CLF has been helping patients and their families in a compassionate and personalized manner since 1952.

Position Title: Development Intern

Supervisor: Director of Development

Location: Farmington Hills, MI

Purpose: To assist CLF's Development Team in reaching fundraising goals through providing support for special events, social media, and administrative tasks. This internship will play a vital role in the success of fundraising events at CLF, and will provide an opportunity to learn many different aspects of fund development, marketing and event planning in a nonprofit. This internship will begin January 2018 and would require a commitment until at least the end of June 2018. Opportunity to continue internship beyond that point could be evaluated at that time if interested. This is an unpaid internship.

Responsibilities:

- Organize and execute solicitation of local businesses to acquire raffle items to be used in several fundraising events throughout the year. Responsible for overseeing the whole raffle item procurement process, including research of businesses, soliciting, picking-up, tracking, follow-up.
- Support the Development Team with pre-event planning and logistics, day-of event execution and post event wrap-up for identified CLF managed events, including but not limited to CRUSH, CRAFT, Gray's Reef Golf Classic, The WALK, Afternoon of Hope Luncheon, Basic Rubber Golf Outing, and Hollywood Nights 24-Hour Movie-Thon.
- Assist Director of Development in management of CLF website, social media, Mail Chimp and additional marketing tasks as needed.
- Assist with identifying potential corporate sponsorship prospects; participate in solicitation, follow-up and relationship building tactics.
- Provide administrative support as needed.
- Other projects as assigned by Director of Development.

General Responsibilities:

Supporting functions expected of all CLF employees and interns that increase or enhance cooperation within, and the overall effectiveness of, the staff and agency

- Meet basic behavior standards of a CLF employee such as professionalism, appropriate dress, relationship building, use of work time and cooperative teamwork.
- Maintain a consistent and punctual work schedule and keep the office informed regarding your work day schedule and availability for colleagues and others needing to connect with you.

- Participate or otherwise support staff wide functions, projects or initiatives such as staff meetings, team building, planning, recognition, celebrations, etc.
- Set an example for staff and volunteer colleagues that reflects positively on CLF's brand, values, principles, culture and goals.

Requirements:

- In pursuit of college degree in Communications, Marketing, Philanthropy, Business Administration or related field of study
- Knowledgeable in social media strategies and some graphic design experience preferred
- Interest in learning event planning and development
- Must be self-starting, highly organized, have the ability to work independently and within a team
- Strong interpersonal communication skills, both face-to-face and written
- Ability to manage multiple tasks and projects at once in a fast paced work environment
- Passion for supporting and growing the CLF mission

To Apply:

Send resume and cover letter as one attachment in PDF format to careers@leukemiamichigan.org. Please indicate job title followed by your name in the email subject line. For example: "Development Intern – Mary Smith". No calls please.