

# Internship Opportunity



*...adding tomorrows every day.*

The Cystic Fibrosis Foundation's Virginia Chapter is seeking an intern to assist with the planning, marketing & event coordination of its primary fundraising campaigns.

## **Responsibilities**

Seeking an energetic individual to provide marketing & event coordination support for the chapter's programs. The intern will assist in recruiting new event participants, organizing recruitment and fundraising events, performing community outreach, assisting volunteers and providing administrative support. This is a great opportunity to gain experience working in a nonprofit environment as well as in event management and development.

## **Requirements**

Desire to work in the nonprofit sector and to gain experience in mission-based work, ability to multi-task, strong organizational skills, strong written and verbal communication skills, ability to switch gears in a fast-paced environment, proficiency in Microsoft Office (Word and Excel), basic comfort level on the phone and a desire to help those living with cystic fibrosis.

## **Office Address**

2727 Enterprise Parkway, Suite 104

Richmond, VA 23294

\*office is moving in August, 2011

## **Contact**

Amber Williams, Development Director

(804) 527-1500

[virginia@cff.org](mailto:virginia@cff.org)

## **About The Cystic Fibrosis Foundation**

The mission of the Cystic Fibrosis Foundation, a nonprofit donor-supported organization, is to assure the development of the means to cure and control cystic fibrosis and to improve the quality of life for those with the disease. The Foundation is the leading organization in the United States devoted to cystic fibrosis. It funds and accredits more than 115 CF care centers, 95 adult care programs and 50 affiliate programs, and more than 75 chapters and branch offices nationwide.

**Visit us at [www.cff.org/Chapters/virginia/](http://www.cff.org/Chapters/virginia/)**



## Internship Description

The Cystic Fibrosis Foundation's Virginia Chapter plans, promotes and produces a number of exciting fundraising events annually including:

Great Strides  
The Foundation's Finest  
Cycle for Life  
Starry Night Gala

### **DUTIES**

- \*Intern will work directly with Cystic Fibrosis staff as assigned.
- \*Intern will assist in marketing and event coordination of assigned Cystic Fibrosis events.
- \*Local event planning
- \*Public relations functions (e.g., writing press releases, event literature)
- \*Communication with prospective fundraising participants through email, phone and in person
- \*Distribution of CF marketing materials around the Richmond area
- \*Providing assistance to staff leads with respective event duties, including creating cards/words of encouragement for participants, preparing mass mailings and packages and data management
- \*Data input & general office tasks

### **QUALIFICATIONS**

- \*Educational training in communications, marketing, liberal arts or related background preferred
- \*Excellent organizational and communication skills
- \*Strong writing and interpersonal skills
- \*Interest in special events planning, fundraising, nonprofits, and health promotion
- \*Prefer experience with Microsoft Word, Excel, and social media (e.g., Facebook, Twitter, etc.)
- \*GPA of 3.0 or above

### **BENEFITS TO INTERN**

- \*Gain practical working skills and experience in the non-profit industry
- \*Work samples for portfolio
- \*Networking opportunities and business experience for resume

\*Start/End Dates: flexible