



**Alzheimer's
Drug Discovery
Foundation**

Development Intern

Position Overview:

Volunteer will have various responsibilities as part of the fundraising and corporate development team.

Administrative

- Assist with mailings
- Maintain and update organization's database and email lists
- Collate informational packet materials for prospective donors

Events

- Provide administrative support surrounding logistics of fundraising and events
- Work with staff on the day of to ensure a successful event
- Participate in event follow-up and acknowledgements
- Conduct research for corporate sponsor outreach
- Help create marketing and mailing materials (fliers, email blasts) as it pertains to corporate sponsors

Qualifications:

- Strong written and verbal communication skills
- Computer and internet research skills
- Experience with website management (knowledge of HTML a plus)
- Knowledge of Microsoft office programs, including Outlook, Word, and Excel
- Knowledge of Raiser's Edge a plus
- Attention to detail and organizational skills
- Cheerful, good humored personality

Hours are flexible, though candidates who can commit to working a minimum of 10 hours per week are preferred. This is an unpaid position, but candidates may receive credit by prior arrangement with his or her college/university. This opportunity is ideal for an undergraduate student or retired professional. To apply, please send resume to info@alzdiscovery.org.