Development Summer Intern - 2021

The Development Department at the Multiple Myeloma Research Foundation (the MMRF) will provide a high school and/or college student the opportunity to enrich their professional development by spending a summer learning about the best practices of a disease research organization.

The MMRF will work with students to fulfill necessary internship requirements concerning hours, tasks, etc. Please specify any requirements when applying.

APPLICANTS MUST BE COMFORTABLE WORKING REMOTELY

Job Duties & Responsibilities:

- Support major fundraising communications, focusing on list and database management.
- Conduct prospect research and draft confidential briefings.
- Identify, research, and provide summaries on prospective institutional funders.
- Draft vital development communications (e.g. donor features).
- Assist in coordination of donor events.

Requirements:

- High School Senior or Bachelor’s Degree candidates with an interest in nonprofit work and/or fundraising.
- Proficient in Microsoft Office or other office computer tools.
- Comfort navigating a large database.
- Process oriented with a strong attention to detail.
- Excellent communication skills, verbal and written.
- Strong customer service etiquette.
- Excellent organizational skills
- Ability to work independently in a fast-paced environment, think critically, be proactive, flexible and resourceful.

About the Multiple Myeloma Research Foundation (MMRF)

The mission of the Multiple Myeloma Research Foundation (MMRF) is to find a cure for multiple myeloma by relentlessly pursuing innovation that accelerates the development of next-generation treatments to extend the lives of patients. Founded in 1998 by Kathy Giusti, a multiple myeloma patient, and her twin sister Karen Andrews, as a 501(c) (3) nonprofit organization, the MMRF is a world-recognized leader in cancer research. Together with its partners, the MMRF has created the only end-to-end solution in precision medicine and the single largest genomic dataset in all cancers. The MMRF continues to disrupt the industry today, as a pioneer and leader at the helm of new research efforts. Since its inception, the organization has raised over $400 million and directs nearly 90% of the total funds to research and related programs. For more information about the MMRF, please visit: www.themmrf.org

Please send resumes directly to Lisa Borsellino at borsellinol@themmrf.org.