



THE BRAINS BEHIND SAVING YOURS.™

ALZHEIMER'S ASSOCIATION GREATER INDIANA CHAPTER

POSITION TITLE: Development Intern
REPORTS TO: Manager, The Longest Day

SUMMARY OF POSITION

The Alzheimer's Association provides an excellent opportunity for college students to learn about business as conducted by the Association and gain real life experiences to supplement the interns' field of study. College credit is preferred for this internship, but not required.

Join our fast-paced team of innovative, collaborative fundraising professionals who develop fundraising programs, coach volunteers and guide implementation activities around the Alzheimer's Association national fundraising initiatives, The Longest Day (TLD) and RivALZ (young professional flag football event in Indianapolis), and local high-profile Relationship Events including Chocolate Sunday, an auction/gala in Indianapolis. Our team engages and works with community influencers, business leaders, and families around the city and state to raise funds essential to advancing our Chapter's mission.

This position will work directly with key senior staff and Chapter leadership. Duties include implementing fundraising best practices surrounding activities, communications, and coaching for volunteers, teams, and sponsors. Range of assignments include outreach and support of key teams and team captains; sponsor and partner activation and stewardship; and team retention and recognition efforts.

JOB RESPONSIBILITIES

- Coaching emails, calls and social media initiatives (statewide/by market)
- Social media strategy, outreach and implementation
- Develop and deploy constituent outreach events (key markets as needed)
- Assist top teams and volunteers in staff coaching efforts
- Activate sponsor benefits with staff team
- Provide onsite support and engagement at select volunteer and Chapter events
- Assist with planning/implementing volunteer and sponsor recognition activities
- Assist with planning/implementing stewardship activities for key volunteers and sponsors
- Assist with Chapter mailings to constituents
- Manage Walk information on community calendars

- Research and identify community events where WTEA can be promoted
- Assist with planning and executing wrap around events
- Streamline and update Walk fundraising sites for 12 Walks statewide
- Upload sponsor logos and flyers for upcoming events and promotions (as needed)
- Provide basic web support and manage spreadsheets for constituents

PERSONAL CAPABILITIES

- Ability to lead and own projects in organized, thoughtful, thorough manner
- Ability to inject creativity, enthusiasm and ownership into all projects, large and small
- Ability to build successful relationships and collaborate with volunteers and staff
- Ability to prioritize and manage multiple priorities
- Ability to work and communicate effectively in person, in writing and electronically to a variety of audiences
- High level of integrity, diplomacy and initiative
- Ability to travel as needed to perform job duties (some weekends required)
- Ability to operate designated office equipment
- General knowledge of software: Microsoft Office, InDesign, Adobe, Google Docs, social media platforms, walk/development database

WORKING CONDITIONS

- 20-30 hours per week for approximately 12 weeks
- Normal office environment, some evening and/or weekend work required
- Work may be stressful during periods of high volume and tight deadlines