

alzheimer's association®

Special Events/Development Intern (Fundraising) **Alzheimer's Association of Greater Maryland**

Reports To: Associate Director, Special Events

Hours: 15 hours per week

Compensation: Unpaid

General Summary:

The Alzheimer's Association, Greater Maryland Chapter, seeks a highly motivated intern to support fundraising activities related to the following special events of the chapter: Walk to End Alzheimer's, Independent "Do It Yourself Events," the Dancing Stars Memory Ball (gala), and the Longest Day (relay/competitive event).

Activities to support events include preparing and distributing acknowledgements, developing materials and communications for corporate and team captain meetings, providing on site management of events with Alzheimer's Association Staff, developing and distributing packets and other resources for event participants, assisting in logistical preparation for events, participating in public relations efforts, following up with event participants via telephone and email, using the online fundraising software to manage event constituent data, and other duties as assigned.

The qualified applicant will enjoy working with both internal and external stakeholders in a fast-paced, team environment with multiple projects. He/she will demonstrate a strong understanding of and dedication to the Alzheimer's Association.

Minimum Requirements:

The successful candidate will possess a positive and professional demeanor with impeccable attention to detail. A student with a major in marketing, communications, writing, public relations, or business will excel in this internship position. Excellent oral and written communication skills are essential, as this position requires a high level of comfort in communicating with diverse populations by phone, email and in person. Candidate should be highly proficient in all Microsoft applications (Word, Excel, Outlook) as well as be willing to learn fundraising management software.

To Apply:

Please email your resume and cover letter to Kisha James, Associate Director- Special Events

Alzheimer's Association of Greater Maryland

1850 York Road, Suite D

Timonium, MD 21093

kisha.james@alz.org

No phone calls