



Development Intern

Job Description

About the Epilepsy Foundation of Colorado & Wyoming

Three simple words define the Epilepsy Foundation of Colorado & Wyoming: *Connecting, Educating, and Empowering*. We *connect* people to healthcare providers, support networks, and a listening ear. We *educate* schools, employers, and the community at large, to reduce stigma and raise awareness. And we *empower* people affected by epilepsy with knowledge, resources, and advocacy to live their best lives. For more than 50 years, we have remained committed to our mission, and we will not rest until we achieve a world free from seizures. We are an independent affiliate of the Epilepsy Foundation of America.

Position Summary:

This unpaid internship opportunity is focused on the events and programs of the Epilepsy Foundation of Colorado and in Wyoming. Reporting to and working closely with the VP of Development, the Intern is responsible for engaging the community in our events and programs to support the mission and goals of the Foundation.

The intern will assist with increasing awareness, participant retention and acquisition, soliciting in-kind donations of food and supplies, supporting team cultivation and fundraising events, and execution of a variety of events including: the Walk to END EPILEPSY, the Annual Gala, National Epilepsy Awareness Week, patient education programs, administrative support and general awareness. The intern may be called upon to assist with the execution of events and will have the opportunity to gain on-site event experience. The intern should be competent in Microsoft applications and have strong communication skills.

This position will work with colleagues in administrative, fundraising and education roles. As a member of the Epilepsy Foundation of Colorado & Wyoming, you will play a pivotal role in the success and growth of the Epilepsy Foundation, ensuring that the organization is positioned to serve the nearly 65,000 people in our area who are living with epilepsy.

Essential Functions/Responsibilities:

Fundraising:

- Assist with acquisition, retention, stewardship, and cultivation efforts of teams, fundraisers, sponsors, and in-kind donors
- Assist with delivering an exceptional event experience (pre-event, on-event, post-event)
- Assist with outreach and communications to event donors and participants (past and prospective)
- Serve as an active member of volunteer planning committee meetings (online)

Marketing

- Contribute copy, design assets, and collect relevant images and links and information to share about Foundation programs, events, sponsorships, and news
- PR duties including: writing and sending press releases and media announcements
- Submitting events on online community calendars and networking groups
- Maintaining and updating press contact list

Administration

- Responsible for accurate and timely data input and retrieval in the donor database (Salesforce) for reports and mailings for the Development and Programs departments
- Assist with donor acknowledgements, mailing and clerical projects

Other

- Work in close partnership with the entire staff to ensure success in accomplishment of mutual goals for the Foundation
- Attend and support community events for people affected by epilepsy (optional)
- Enthusiastically support a team that often requires shared responsibilities to accomplish major tasks

Learning Objectives:

- Create a lasting impact on the epilepsy community by assisting with several fundraising campaigns that raise over \$1 million annually that directly impact awareness, programs and services for people affected by epilepsy.
- Understand how a portfolio is built and managed through acquisition, cultivation, stewardship, and retention.
- Learn how to use the database (Salesforce), tools, and resources to assist with event preparation and execution.
- Understand the different aspects of event execution and planning, including event production, volunteer management, sponsorship and development.
- Expand awareness of the Foundation's services to communities in Colorado and Wyoming.

Intern Requirements:

- Field of Study: Communications/Event Management/Marketing/Non-profit/ Business.
- Time Commitment: 10-16 weeks, Hours per week: 10-15. The work schedule will be flexible.
- Office hours will be held Wednesdays, if your schedule allows. Working from the office or home the rest of the time will be up to you and your supervisor.
- Completion of the Epilepsy Foundation's [Seizure Recognition and First Aid Certification](#)

Minimum Experience/Skills

- Undergraduate students with a GPA of 3.0 or higher
- Proficient in Microsoft Word, Excel, PowerPoint
- Excellent verbal and written communication skills
- Ability to work independently and as part of a small, collaborative team
- Ability to prioritize among competing goals to execute on tight deadlines
- Pleasant manner, dependable, people-oriented, and good at multi-tasking

Technical/Other

- Must have reliable work-from-home setup (phone, video conferencing equipment, computer, internet)
- Transportation to and from the Denver office and event locations (optional)
- Microsoft Office
- Lifting of boxes and supplies (up to 15 lbs.) (optional)

Supervisor

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