



**POSITION:** Intern, Development (Paid)

**REPORTS TO:** Senior Associate, Development

**LOCATION:** Washington, DC

**POSITION TYPE:** Internship, Summer 2024

### **About the Melanoma Research Alliance and Our Impact**

The Melanoma Research Alliance (MRA) is the largest private non-profit funder of melanoma research worldwide. Founded in 2007, MRA's mission is to end suffering and death due to melanoma by advancing the world's most promising science and research. MRA provides critical funding for melanoma research that propels advances in prevention, diagnosis, treatment, metastasis, and survivorship.

MRA brings together a global brain trust in science and cancer research, providing them with funding and flexibility to pursue their most innovative ideas. This enables our funded researchers to make discoveries and breakthroughs in record time.

MRA-funded researchers have been behind every major melanoma research breakthrough. Since our inception, more than 17 new therapeutic approaches for melanoma have earned FDA approval. Today, patients have more treatment options than ever before and many are living longer, fuller lives as a result. The melanoma community is leading the way for oncology as a beacon of innovation and scientific excellence. Despite this progress, it still is not enough, as half of patients facing advanced melanoma are still not benefiting from available treatments and with more than 100,000 new cases of melanoma that will be diagnosed in the United States this year, there is more critical work to be done.

MRA is recognized as one of the most fiscally efficient non-profits in the country. Because MRA's Founders, Debra and Leon Black, generously cover 100% of MRA's administrative and operating costs, every dollar donated is invested directly into MRA's scientific and research program.

MRA is hard at work unraveling some of the biggest unanswered questions facing melanoma patients today. Breakthroughs happen when we work together. Join our team!

[www.curemelanoma.org](http://www.curemelanoma.org)

## About the role

MRA seeks a highly motivated individual to serve as our **Development Intern** for the 2024 summer season. This internship is designed to offer a robust learning experience for individuals interested in impacting the nonprofit sector through a career in philanthropy and fundraising. The Development intern will have the opportunity to participate in the ongoing development efforts of MRA's donor community, work on projects to further fundraising initiatives and/or support Development Operations. The Development Intern will be directly supervised by the Senior Associate, Development and will be in regular communication with MRA Leadership. At the conclusion of this summer internship, the intern will present key learnings to MRA leadership and team members.

## What you will do:

- **Donor Intelligence & Cultivation**
  - Collaborate with the development team to conduct qualifying research on prospective donors.
  - Provide donor briefing documents in coordination with Senior Associate, Development.
- **Donor Operations and Events**
  - Collaborate on database optimization and data hygiene projects.
  - Donor data entry and prepare funding reports.
  - Special event support includes revenue tracking, event logistics and communication for key MRA events including Leveraged Finance Fights Melanoma and MRA Live: The Salon Series.
- **Donor Stewardship**
  - Processing gifts and donor acknowledgements
  - Collaborate on donor engagement communication outreach, impact reports and annual reports.
- **Administrative Support**
  - Provide support to Development team and MRA leadership as needed for fundraising events, donor mailings and correspondence, development meeting schedules, project workflow tracking and other projects.

## What you bring and your eligibility:

- MRA encourages candidates from diverse backgrounds and perspectives to apply.
- College students (rising juniors or above – must have at least two years of college completed by the internship start date), recent graduates and graduate students are eligible to apply.
- Interest in non-profit management, philanthropy and/or fundraising a plus.
- Strong communication, interpersonal and relationship-building skills.
- Ability to work independently as well as collaboratively in a team environment.
- Knowledge of Microsoft Office applications
- Familiarity with donor databases and fundraising software (i.e. Salesforce) is a plus although not required.

**What you will learn:**

- The significant and tangible impact we make every day.
- A clear understanding and hands-on experience in non-profit fundraising, philanthropy, events, and administration.
- How to accelerate mission driven work in coordination with our talented team

**Compensation and the Fine Print:**

- The rate for this summer internship is \$20 per hour, with a commitment of 16-24 hours per week.
- This internship is based at MRA's headquarters in Washington, DC. To maximize the internship experience, you would work in a hybrid, in-office (two days a week) and remote arrangement.
- All internship candidates must successfully complete a security background check.
- We are interested in qualified candidates who are eligible to work in the United States. Please note, we are not currently sponsoring visas. Being authorized to work in the U.S. is a precondition of this internship opportunity.

*The statements herein are intended to describe the overall nature and level of work being performed by interns and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

**How to apply:**

Please send a cover letter and resume to [employment@curemelanoma.org](mailto:employment@curemelanoma.org) with the following subject line: **Development Intern**

Only short-listed candidates will be contacted.

No phone calls please. All inquiries will be held in confidence.

**What you can expect if you move forward in the recruitment process:**

- Initial interview with Senior Associate, Development
- If you are selected for the next round, an interview with the Director, Development Operations
- Reference check and background check
- Offer

**Our culture and commitments:**

Every person at MRA is treated with respect, supported with resources and training, and exposed to a broad range of experiences. We foster a space for growth with opportunities to share knowledge and passion with colleagues and the scientific and patient communities we serve. We are committed to building a diverse workforce and creating an inclusive environment where everyone can thrive. Our leadership is actively involved in our commitment to diversity and inclusion, and fostering a culture that creates opportunities for everyone.

MRA upholds an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, ancestry, religion, sex, sexual orientation, gender identity or expression, marital status, age, physical or mental ability, veteran status, military obligations, genetic information, or any other basis protected by applicable law.

This policy applies to all applicants, employees, interns, consultants, and third-party workers.

To request a disability accommodation to participate in the job application or interview process, please contact us at [info@curemelanoma.org](mailto:info@curemelanoma.org).