

Communications & Development Intern

REPORTS TO: Communications Director & Development Director

LOCATION: 1215 E Fort Ave. Suite 104 Baltimore, MD 21224

STANDARD OFFICE HOURS: 9AM-5PM; some nights & weekends required

Ulman Foundation is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

POSITION OVERVIEW: As an intern you will play an integral role in the establishment of a comprehensive and consistent communications and development strategy. The goal of these programs is to effectively engage, communicate with, and garner philanthropic investment from our community of support. This is an opportunity for hands-on learning in the areas of marketing, communications, database use, annual giving, and stewardship. In addition, the intern will be exposed to broad organizational strategy, and will gain a thorough understanding of nonprofit operations.

Based on skill and desire, specific projects may include:

- Assist in laying groundwork for individual and sustained giving programs.
- Maintain and update contact affiliations and corporate relationship information within customer relationship management software (CRM).
- Assist in building email communication automation for donors, supporters, and members.
- Create segmented reporting for donor communications and create new content to share with donors how their donations are being used.
- Attend and support social media workgroup.
- Support occasional development or communications related events including panel discussions and photo shoots.
- Research potential foundation and corporate funding partners.

*Special projects as assigned

Qualifications/Skills:

- Social Media – understanding the latest trends and experience using social media channels including Facebook, Instagram, Twitter, and LinkedIn.
- Creative thinker & problem solver
- Attention to detail and precise data entry
- Willing to collaborate
- Passion for an understanding of the Ulman mission

Educational requirements:

- High School Diploma required

To Apply: Interested candidates should submit a cover letter and resume to jobs@ulmanfund.org with "Intern, Communications & Development" as the subject line.

Ulman Headquarters

1215 East Fort Ave, Suite 104
Baltimore, MD 21230

Ulman House

2118 East Madison St.
Baltimore, MD 21205

ulmanfoundation.org

info@ulmanfoundation.org
410.964.0202