

Date: Jul 11, 2017



Children's Hospital of Philadelphia

INTERN

Req ID: 11703

Shift: Days

Employment Status: AT - Active - Temporary

Job Summary

Event and Institutional Fundraising intern will support the team with coordination, fulfillment and marketing of CHOP's events and grassroots fundraising efforts. This position will assist in enabling us to reach more donors and provide more support for events, companies and community organizations raising money to benefit the Hospital.

Job Responsibilities

- Support events and relationships with assigned donors or contacts via personal sales calls and electronic communication
- Assist with creation of collateral and written communication materials including, fliers, letters, press releases, etc.
- Represent CHOP at fundraising events, when invited.
- Assist with records, databases and spreadsheets for community based events and cause marketing promotions
- Proficient in computers, including MS,Office and Adobe Acrobat

Required Education and Experience

Required Education: High School diploma / GED; enrollment in a Bachelor's degree program in related field

Preferred Education, Experience & Cert/Lic

Additional Technical Requirements

- Proficient in Microsoft office suite of products.
- Strong organizational skills.
- Ability to learn new concepts.

Nearest Major Market: Philadelphia

Apply at: <https://careers.chop.edu/job/Philadelphia-Intern-PA-19107/416601600/>

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