

October 25, 2017



## Children's Hospital of Philadelphia

### Intern (Development)

#### Job description

Interns at CHOP will be responsible for applying their skills, education and knowledge base to CHOP processes and procedures in order to develop new skillsets and gain workforce experience. Interns will work under direct supervision to provide support to the department as needed.

#### Job Responsibilities

The Children's Miracle Network (CMN) and Cause Marketing (CM) intern will support the team with coordination, fulfillment and marketing of CHOP's 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.

- Support campaigns, programs, and relationships with assigned donors or contacts via personal sales calls and electronic communication
- Assist with creation of collateral, assembly, and distribution and written communication materials including campaign kits, fliers, letters, press releases, etc.
- Represent CHOP at fundraising events, when needed.
- Manage and support multiple projects and tasks within team and cross functional teams across Foundation, including Events, Marketing, PR, and Social Media.
- Visit and communicate with CMN and CM partners, as needed.
- Assist with planning campaigns and kickoff meetings, as needed.
- Liaise with patients and families, when needed.
- Assist with records, databases and spreadsheets for community based events and cause marketing promotions.
- Must have a car to drive to CHOP partner sites when needed.

#### Required Education And Experience

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

#### Additional Technical Requirements

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Office of Student Life

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

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