



Fundraising/Communication Internship

Organization: Appendix Cancer PMP Research Foundation

Position: Fundraising/Communication Intern

Location: Norfolk, VA/Remote

Duration: Spring/Summer 2024 (Flexible start and end dates with possibility of extension)

Hours: 10-15 hours per week at \$13-\$15/hr

About the Organization:

The Appendix Cancer PMP Research Foundation is a volunteer-led national 501(c)3 charitable organization dedicated to funding and supporting research to find a cure for Appendix Cancer and PMP (Pseudomyxoma Peritonei). Additionally, the foundation funds educational programs aimed at educating physicians and patients/caregivers & their families about these diseases.

Internship Overview:

The Fundraising/Communication Intern will support the Foundation's Development (fundraising) and Communications team in raising funds and awareness for appendix cancer and PMP research. This position is an excellent fit for students or recent graduates who are interested in a nonprofit career and want to learn more about how nonprofits raise funds and communicate with their supporters.

Fundraising Responsibilities:

- Assist with fundraising efforts, including promoting events, finding sponsors, and acquiring auction items.
- Participate in awareness campaigns, such as helping with the light-up amber campaign and activities during August for Appendix Cancer Awareness Month.
- Work on the Public Service Announcement (PSA) campaign for August, coordinating with the team to develop and execute the campaign.
- Work with both the fundraising and education committees as needed to support their initiatives and projects.

Communication Responsibilities:

- Assist with writing blog posts on relevant topics.



- Assist with the creation and distribution of the monthly newsletter.
- Shadow social media meetings and contribute ideas for posts, videos, and campaigns.
- Keep Google MyBusiness up-to-date with weekly posts.
- Help gather patient/caregiver stories for the website.
- Assist in acquiring great nonprofit reviews and maintaining nonprofit reputation/evaluation sites.

Qualifications:

- Currently enrolled in or recent graduate of a college or university program.
- Strong written and verbal communication skills.
- Comfortable making phone calls to acquire sponsorships and auction items.
- Proficiency in Google Suite and Microsoft Office.
- Experience with social media platforms.
- Ability to work independently and collaboratively in a remote environment.
- Interest in nonprofit fundraising and communications.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks effectively.
- Strong interpersonal skills and ability to work in a team environment.
- Previous experience or coursework in nonprofit management, communications, or marketing is a plus.

Benefits:

- Gain practical experience in fundraising and communications at a nonprofit organization.
- Flexible schedule to accommodate academic commitments.
- Opportunity to make a meaningful impact in the fight against appendix cancer and PMP.

Application Instructions:

To apply, please submit a resume and cover letter to alyssa@acpmp.org by April 10, 2024. In your cover letter, please address your interest in the internship and how your skills and experience align with the responsibilities outlined.