



**National  
Multiple Sclerosis  
Society**  
Greater  
Northwest  
Chapter

## Internship Description

**TITLE:** Walk MS Donor Relations Intern

**DEPARTMENT:** Development

**REPORTS TO:** Jessica Kurtz, Donor Relations Manager

**COMMITMENT:** Approximately 10 or more hours per week Jan—Mid-April; 8 – 10 hours on each of the WA Walk MS Dates (April 13<sup>th</sup> and 14<sup>th</sup>)

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### JOB SUMMARY

Working within the Development Department, the Donor Relations Intern will: assist in growing the current number of teams participating in the Walk and Bike MS campaigns; help increase money raised through a variety of tasks (listed below); and collaborate with the Donor Relations team to develop prospect lists for Walk and Bike MS.

The specific role and tasks may change depending on the interest of intern.

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### JOB RESPONSIBILITIES

#### **Fundraising Campaign Support:**

- Collaborate with Donor Relations Managers to support Walk MS kick-off and recruitment events in major Walk MS sites
- Conduct phone calls and send e-mails to select team captains to collect fundraising and recruitment success stories to feature online during Walk MS campaign
- Conduct phone calls welcoming/thanking walk participants when they register for Walk MS
- Conduct outreach to Washington State Guidance counselors to invite participation of students in Walk MS as teams and in MS Awareness Week
- Support Walk MS campaign goals by conducting phone calls during Walk MS Team Weeks designed to engage teams in fundraising and recruitment efforts
- Assist in developing prospect list of neighborhood, university and other community groups for Walk and Bike MS recruitment
- Use Relationship Management software (Altair) to track interactions with Walk and Bike MS team prospects
- Monitor the Walk MS online presence for teams and fundraising information; ensure relevant, timely, and accurate information is being communicated
- Help distribute team week prizes and fundraising materials
- Additional opportunities as available based on the interests of the Donor Relations Intern

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## SKILLS AND QUALIFICATIONS

- Computer proficiency in Microsoft Office suite
  - Proficient in internet research skills
  - Excellent communication skills including the ability to conduct written and verbal outreach for the purpose of recruiting new Walk MS teams
  - Ability to work independently and as part of a team
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## BENEFITS

- A meaningful opportunity that benefits the local community
  - Opportunity to learn and contribute in a twice honored Best Nonprofit Workplace (2008, 2009)
  - Gain relevant work experience in relationship management, prospect research and event recruitment
  - Opportunity to learn about multiple sclerosis and the leading national organization supporting people impacted by MS and advancing MS research
  - Experience with customer relationship management software (Convio & Altair) for managing donor and prospect relationships
  - Opportunity to contribute new ideas for enhancing team participant experience in Walk MS events
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## APPLICATION PROCESS

Submit the following to [cara.chamberlin@nmss.org](mailto:cara.chamberlin@nmss.org):

- Resume and cover letter.
  - List of relevant classes taken that relate to the position.
  - Two or three writing samples.
  - Two contacts (phone & email) to provide a reference. Please no family members but a professor, employer, RA, community service supervisor or other is recommended.
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## CONFIDENTIALITY

The Greater Northwest Chapter of the National Multiple Sclerosis Society has an obligation to safeguard the confidential nature of personal information and shall not disclose, in an individually identifiable way, information about a particular person without the person's expressed authorization. All volunteers are expected to safeguard confidential information to the degree that their volunteer position is given access to the identity and details of persons living with multiple sclerosis and their families.

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For more information about this volunteer position, please email  
[cara.chamberlin@nmss.org](mailto:cara.chamberlin@nmss.org)