

Job Description

Position Title

Advancement Intern

Exempt/Non-exempt

Non-exempt

Reporting to

Director of Events and Senior Annual Giving Manager

Organizational Overview

The Joe Andruzzi Foundation was founded in 2008 by former New England Patriot and 3x Super Bowl Champion Joe Andruzzi and his wife, Jen, following Joe's personal battle with non-Hodgkin's Burkett's lymphoma. Joe and Jen founded the organization to help New England cancer patients and their family members with everyday household expenses while in treatment. Their goal? To remove financial barriers so that patients can access and complete potentially life-saving treatment without having to choose between putting food on the table or paying for a prescription.

Position Summary

On a Regular Day, you will, well, could do just about anything! As an active, thriving nonprofit, the team is involved in a variety of activities that will require support and offer learning opportunities. Interns will have hands-on work that will contribute to the execution of essential roles and responsibilities. Some days will be fast-paced, and others will be quieter, requiring administrative work. Flexibility and a good attitude are key. We are looking for interns who embrace the work assigned and proactively look for other ways to help the team (we like people who raise their hands to get involved and ask questions!)

The Advancement Intern will have a broad range of responsibilities, including but not limited to the following:

Event Planning and Operations:

- Actively support all aspects of JAF events, working closely with the event team to ensure smooth pre-event day, event staging, day of packing lists, day-of-event, etc.
- Assist with event-related research and outreach, including identifying prospective sponsors and helping to secure auction and raffle items
- Participate in media opportunities and event-related content creation, including potential video tapings

Fundraising Campaign Support:

- Assist in the execution of direct mail and/or electronic fundraising campaigns
- Support list preparation, data entry, segmentation, and organization of campaign materials

Donor Engagement & Stewardship:

- Support the planning and coordination of donor cultivation and stewardship efforts, including events and follow-up
- Help prepare materials and communications to ensure a positive and meaningful donor experience

Donor Programs & Strategic Initiatives:

- Assist in strengthening key fundraising programs, including consecutive giving recognition (Club 63), planned giving/legacy society development, and tribute giving
- Support research, data tracking, and outreach efforts to enhance donor engagement and grow these initiatives

General:

- Support the Advancement Team with clerical, inventory, or other related tasks as needed by staff

Mentorship:

- Interns will attend weekly staff meetings and individual 1:1 meeting with their supervisors to check in on progress or offer the intern the opportunity to ask questions.
- Opportunity to meet with 3x Super Bowl Champion Joe Andruzzi where he will share what it's like to be in the NFL both as a player and coach, offering insights into behind-the-scenes operations
- Opportunity to meet with President and CEO Jen Andruzzi on operating a nonprofit, fundraising, and programming

**Please note this description is not designed to cover or contain a comprehensive listing of duties and responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time with or without notice.*

Relevant Experience and Skills

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Excellent communication skills – written and verbal
- Willingness to take direction and follow Foundation processes toward achieving goals

- Comfort, respect, and discretion in your work with donors, patients, partners, and celebrities
- Ability to sit for long periods and to lift (up to) 50 pounds
- Enthusiastic, positive presence with energy, flexibility, and a willingness to jump in wherever needed

Qualifications

- Education: Current higher education student

Position Structure

- Short-term, temporary position
- \$15.00 per hour for up to 20 hours per week
- In-office schedule Tuesday-Thursday, 9:00 AM-3:00 PM; hours may vary depending on Foundation event schedule

Physical Requirements

- Prolonged periods of sitting at a desk, working on a computer, and using a phone
- Ability to stand for prolonged periods and lift items between 5 and 10 lbs. (relating to event attendance and work)