



## **Team Fox Intern, Community Fundraising**

The Michael J. Fox Foundation for Parkinson's Research was founded in 2000 to raise private resources to fund research directed at developing a cure for Parkinson's disease. The Foundation applies extraordinary scientific, business and media assets to this singular focus—thus creating a unique and dynamic organization. Since its inception, MJFF has quickly grown into the largest funder of Parkinson's disease research outside the U.S. federal government, having funded \$142 million in research projects globally in both academic and industry labs. Located in the Wall Street area, the Foundation is an international organization with a national fundraising base.

**Team Fox** is The Michael J. Fox Foundation's grassroots community fundraising program focused on raising funds and awareness for Parkinson's research. Team Fox members all across the United States and in select international cities receive special resources and tools to help turn marathons, golf tournaments, auctions or special events into an opportunity to raise much needed funds for Parkinson's research. Some Team Fox fundraisers honor a loved one, some celebrate an occasion and many just want to make a difference in our goal to eradicate Parkinson's disease. Team Fox has raised over \$3 million since its inception less than three years ago and continues to be on the MJFF's fastest growing revenue streams.

The Michael J. Fox Foundation for Parkinson's Research has an exciting learning opportunity available as a Team Fox Intern. The Team Fox Intern will have a unique opportunity to work within a highly regarded non-profit organization and gain firsthand knowledge of the operations and management of a quickly growing grassroots community fundraising program. In addition to this, the candidate will have the opportunity to attend local Team Fox events.

The ideal candidate will be a pro-active, high-energy individual who is detail oriented and has strong inter-personal and communication skills. This individual should also be able to work under pressure in a fast paced environment. This role will have a high level of written, and phone interactions with individuals of different levels and requires both a well spoken individual as well as someone with strong writing skills. The Team Fox Intern's core responsibility is to support the Team Fox staff in stewardship of Team Fox members and in preparing for upcoming Team Fox events such as the ING New York City Marathon. The Team Fox Intern will report to the Team Fox Officer. This internship will begin August 1<sup>st</sup> and will be an ongoing assignment. The internship will be 5 days a week but multiple positions are available. If full commitment to the assignment is not possible, this internship can be divided into multiple positions with a minimum of 2 days a week required to accommodate scheduling. Our general business hours are 9am to 6pm. Some nights and weekends may be required for specific event activities. The internship is unpaid with a \$15 per diem for transportation.

### **Position description:**

- Support stewardship of Team Fox members
- Correspond directly with newly registered Team Fox members to welcome them to the program, encourage them in their fundraising efforts, and help develop their fundraising plans
- Assist with mailings and other projects as needed
- Read, triage and thoughtfully respond to Team Fox general mailbox
- Answer telephones in a courteous manner

### **Qualifications:**

- Microsoft Office skills are required, often using mail merge function and Excel. Database experience a plus.
- Must be pro-active, self-directed, detail-oriented and organized.
- Must possess strong inter-personal skills and excellent phone skills.
- Must possess capacity to work independently and collaboratively as part of a team.
- Excellent verbal and written skills

***How to Apply***

Interested candidates should send a resume and thoughtful cover letter describing your specific qualifications and interest in the position to [foxjob@michaeljfox.org](mailto:foxjob@michaeljfox.org). Please be sure to include Team Fox Intern in your subject line. Please, no telephone inquiries. Applicants who best match the position needs will be contacted.