**TITLE:** Development Intern – Bike MS  

**DEPARTMENT:** Development  

**REPORTS TO:** Geoff Doiron, Development Manager  

**LOCATION:** Utah-Southern Idaho Chapter Office  

**TIME COMMITMENT:** 10-20 hours per week May-July, 2017  

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**JOB SUMMARY**  
Our mission at the National MS Society is to mobilize people and resources, to drive research for a cure, and to address the challenges of everyone affected by MS. We keep our communities moving forward by breaking down barriers and providing opportunities so that everyone who wants to do something about MS can contribute.

Working in the Development Department, the Bike MS Intern will be responsible for assisting with pre-planning and execution of the Bike MS 2017 campaign. The intern will provide event support to the Development Team and assist with distribution, recruitment, and fundraising.

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**JOB RESPONSIBILITIES**  

**Fundraising and Campaign Support**  
- Support event campaign goals by conducting phone calls during Bike MS Team Weeks designed to engage participants in fundraising and recruitment efforts  
- Assist in developing prospect lists of neighborhood, university, corporate, and other groups for event recruitment  
- Utilize databases (Altair and Convio) for ongoing records retention and fundraising support  
- Attend and assist events related to Bike MS, such as the kickoff event, training rides, and happy hours.  

  This may involve evening and weekend work.  
- Other duties as assigned  

**Event Planning and Logistics**
INTERNSHIP DESCRIPTION

Bike MS Development Intern

• Work with staff and vendors to move event logistics forward
• Complete online/hard copy sponsor requests as required
• Organize and assist with purchasing of event supplies as needed
• Oversee the packing and unpacking of event supplies
• Complete in-kind sponsor forms and requests as needed
• Support the Development Team as needed

Marketing and Recruitment
• Assist with recruitment and fundraising such as distribution of collateral materials
• Online community calendar postings
• Assist with ongoing mailing projects throughout Bike MS campaign (registration packets, holiday cards, etc.)
• Attend Bike MS kick-off events, community cycling events, and weekend rest stop

SKILLS AND QUALIFICATIONS
• Ability to represent the National MS Society in a professional manner
• Ability to engage others in conversation and solicit needed information
• Detail oriented and strong organizational skills
• Proficient in Microsoft Office Suite
• Great written and verbal communication skills
• Ability to coordinate multiple deadline-driven tasks
• Ability to effectively communicate to various sizes of target audiences/groups
• Ability to work part of a team or independently
• Must be willing to ask questions, think creatively, and brainstorm for fun new ideas

BENEFITS
• Gain relevant work experience in the development/fundraising events field
INTERNSHIP DESCRIPTION

Bike MS Development Intern

• Opportunity to learn about multiple sclerosis and the leading national organization supporting people impacted by MS and advancing MS research

TRAINING & EVALUATION

• Ongoing training, supervision and support
• Regular evaluation is provided and is based on the accomplishment of the agreed upon objectives and overall job performance. Intern will have the opportunity to give feedback about their own performance and support needed from the Chapter

LENGTH OF COMMITMENT

• 10-20 hours per week May – July 2017

SALARY LEVEL

• Unpaid – for credit

CONFIDENTIALITY

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.

APPLICATION INSTRUCTIONS

• Interested applicants should send an application, resume, and cover letter to: National Multiple Sclerosis Society, Utah-Southern Idaho Chapter
INTERNSHIP DESCRIPTION

Bike MS Development Intern

Sondra Stephens, Sondra.stephens@nmss.org

• Application deadline: April 7, 2017