



15 Years of Connecting People to Life

## **Become an Intern with the American Transplant Foundation**

*"The leadership cares a lot about personal and professional development, and allows you to work on initiatives and projects that are specific to the skills you would like to attain. As an MBA student, I was most intrigued by the financial aspects of running a non-profit business and how funding is generated for events and programs, like the Patient Assistance Program. Working primarily on the Team Transplant initiative and helping with event budgeting gave me a much deeper understanding than I expected."*

*-Jenna, ATF Intern*

### **Why join our team as an intern?**

- Your leadership will literally save lives!
- We make you feel like part of a team. We are a community of transplant patients, donor families, living donors, health professionals, and committed community members. Meeting amazing people at events is one of the top perks!
- You will increase awareness for the critical need for organ donation, while helping our team provide support for vulnerable transplant patients and their families.
- American Transplant Foundation is growing rapidly, in part due to growing interest nationwide for supporting living organ donation. As a part of this growth, you have the opportunity to engage the local and national transplant community through our many events and outreach projects!
- Increase an array of skills that will help you achieve your educational and career goals.

### **American Transplant Foundation Mission**

American Transplant Foundation's mission is to save lives by reducing the growing list of women, men, and children who are waiting for a transplant by maximizing living organ donation. With our three-tiered approach, we are able to provide educational, emotional, and financial support for living donors, transplant patients, and their families across the country.

To hear from our past interns, visit

[http://www.americantransplantfoundation.org/about/internship-career/.](http://www.americantransplantfoundation.org/about/internship-career/)

# Prospect Development Internship

**Date of Internship:** Internships generally run a semester in length, but we can extend them depending on intern preferences. Start and end dates are flexible.

**Overview:** Our Prospect Development Intern will gain professional experience in multiple areas of fundraising. They will have the opportunity to improve their skills in both grant research and proposal composition. They will also have the chance to compile program and initiative data information, and develop strategies on how to effectively utilize the information in the solicitation of potential donors. Finally, the Prospect Development Intern will get to exercise their creativity by researching crowdfunding platforms, fundraising, event planning, and assisting with campaign development. This internship is a great opportunity to increase experience and improve an array of skills!

## Responsibilities:

- Research prospective donors to support our organization's programs;
- Identify philanthropic indicators of prospective donors;
- Create donor profiles;
- Work with our team to develop contribution request strategies;
- Research and outreach for in-kind donors or multiple fundraising events;
- Grant research, some grant request writing possible (depending on experience);
- Assist in the expansion of our Team Transplant by identifying team captains across the country;
- Customizing proposals based on specific donor guidelines;
- Compiling and formatting all necessary documents for large grant proposals if necessary;
- Researching funding sources using databases and the Internet.

## Personal Qualifications:

- Applicant must have clear and professional verbal and writing skills;
- Completed or working toward a college degree with an interest in non-profit or social work;
- Poised, pleasant and helpful demeanor;
- Self-motivated, good organizational and interpersonal skills, detail-oriented and the ability to multitask, prioritize, and meet deadlines;
- Passion and enthusiasm for the mission of the American Transplant Foundation;
- Respectful with an understanding of working with confidential information.

## Required Qualifications:

- Volunteer or employment experience at a nonprofit organization with an understanding for how nonprofits function;
- Desire to learn the ins-and-outs of fund development, along with a willingness to complete a range of tasks;
- Good organizational skills, an eye for detail and capacity to improve systems for greater efficiency;
- Analytically minded with an affinity for research and writing;
- Equally comfortable working with a team or working on your own with minimal supervision;
- Ability to maintain a consistent schedule throughout the internship.

**Status:** This is a part-time internship, and it is preferred that the intern works in the office a minimum of twice per week.

**To Apply:** Fill out the application on our website, [AmericanTransplantFoundation.org](http://AmericanTransplantFoundation.org). A resume and cover letter are required. Questions about the application process can be directed to [support@americantransplantfoundation.org](mailto:support@americantransplantfoundation.org).

***Thank you for making a life-saving impact for the local and national transplant community!***