

# Development Internship Opportunity at The Myositis Association

## About The Myositis Association

The Myositis Association (TMA) is the leading international non-profit association committed to addressing the needs of myositis patients and their care partners, raising awareness among the medical community, and supporting research into myositis disease. Myositis is a collection of rare autoimmune diseases involving chronic inflammation or swelling of the muscles often occurring with other symptoms. These conditions affect approximately 75,000 people in the United States. TMA has 40+ support groups, a robust online community, and a dedicated Medical Advisory Board comprised of the world's leading myositis researchers and clinicians whose goal it is to find cures, provide patient support, and to increase patient and provider awareness of myositis around the globe.

## Position Description

TMA seeks a current college student, current graduate student, or recent college graduate who is interested in serving as a Development Intern and providing a wide range of database, research, administrative, and general support to TMA's development team. In return, TMA will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, philanthropy, women's health, advocacy, consumer advocacy, and the day-to-day operations of a nonprofit organization with a national reach. Successful applicants gain experience in the administrative and external roles of the Development Office, from stewarding donors, writing monthly articles, understanding the importance of quality control in fundraising, and interacting with vendors. Interns will have the chance to explore various avenues of fundraising from grant proposals, event planning, and all forms of individual giving. This position will report to the Director of Development.

## Specific Responsibilities

Responsibilities include, but are not limited to, the following:

- Assist with entering data into Salesforce, TMA's donor database, and other trackers
- Conduct research on potential donors, potential corporate partners, and possibly foundations
- Draft correspondence, copy edit appeals, and proofread letters
- Coordinate travel schedule and prospecting for and planning meetings
- Assist the development staff in planning events and other activities
- In-kind donation and silent auction solicitation and stewardship
- Maintain donor and department files, including development materials
- Assist with mailings, filing, and special projects as needed

## Qualifications

- Passion to learn and grow
- Interest in fund raising for nonprofits
- Understanding of social media platforms

- Strong organizational and follow-through-skills
- Knowledge of Microsoft Office Suite
- Clear written and oral communication abilities
- Strong interpersonal skills and attention to detail

**Hours, Start Date and Duration**

The position is based in Alexandria, Virginia. Interns will be expected to work during business hours—9 am-5:00 pm. A firm commitment of 20 to 30 hours per week is required. The internship will start at a mutually agreed upon date and may continue further depending on mutual interest and satisfactory performance.

**How to Apply**

To apply for the Development Internship at TMA, please email your resume and a cover letter expressing your interest in the position to Mary McGowan, Executive Director at [mcgowan@myositis.org](mailto:mcgowan@myositis.org). Please include “Development Internship” in the subject line of your email.

Applications will be accepted until the position is filled. TMA will work with students and their colleges or universities to complete any documentation required.

While the above is a description of the essential functions of the position, other duties may be assigned. This internship description is subject to change at the discretion of management.