



## Fall 2018

Texas 4000 is a small Austin based non-profit dedicated to fighting cancer by spreading Hope, Knowledge, and Charity. Each year a group of University of Texas students raise money in this fight by riding their bikes from Austin, Texas, to Anchorage, Alaska. During the ride, they stop to share their inspirational stories along with powerful life-saving information about cancer prevention to towns big and small. The Texas 4000 family is not only comprised of these students, but the countless individuals who support this cause, such as the board of directors, sponsors, grantees, host families, donors, and volunteers.

We are currently looking for passionate individuals with an eagerness to learn about and help an amazing cause. The following internship opportunities will directly support the Texas 4000 fundraising and special events programs, program activities and projects, as well as, provide administrative support to all areas within the organization as needed.

***No matter what position you apply for, we ask that you exhibit some of the following traits:***

- Ability to learn quickly and apply common sense to detailed yet straightforward instructions
- Excellent organization, communication, writing, and problem-solving skills
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to multi-task and handle multiple projects while staying organized
- Work well with our team of volunteers and riders or solo when needed

**5-10 hours/week minimum desired. Internships will span from August 27th to December 14th, 2018 (exact dates flexible). To apply, please send your resume, cover letter stating which position(s) you would like to be considered for, availability, and why you are interested in Texas 4000 to [info@texas4000.org](mailto:info@texas4000.org). Interviews will be held on a rolling basis.**

### **Development & Outreach**

This position will be responsible for working with our Development Manager to focus on our amazing individual and institutional donors. Tasks include preparing tax receipts, running weekly donor reports, and contacting the Texas 4000 donors via email, thank you notes, and/or phone call. Additional tasks may include designing an annual donor report. Attention to detail, knowledge of MS Office Excel and strong organizational skills are a must. Design skills preferred. You will work in fundraising platform Everydayhero, and CRM Raiser's Edge.

### **Public Relations**

You will create a comprehensive list of all media and new articles from the summer ride. You will then

prepare a list of media outlets (newspaper, radio, TV stations) along the upcoming summer ride routes, including reporter names and contact information. Reporters to focus on will include: local morning TV shows, sports reporters, reporters covering philanthropy/social change, medical, etc. Additional tasks will include updating the website, developing a social media communications calendar, posting on our social media accounts, and weekly tracking of our social media analytics. Experience with graphic design is also encouraged but not required. Attention to detail is a must.

### **Program Support**

The Program Support intern will have a high attention to detail, innovative thinking, an ability to think critically, and excellent written and verbal communication skills. Please note that at least one program intern will be handling sensitive rider recruitment documents and therefore could not apply for the Texas 4000 program during this cycle. You will assist the Program staff with projects related to the:

- Texas 4000 Leadership Development Program
  - Recruitment support
  - Program research
- Alumni Council
- Organizational needs relating to Program
  - Managing program inventory (i.e. tools, bike parts, storage unit)
  - Generating reports
  - Website Maintenance

### **Business Operations**

The Business Operations intern assists the Operations Manager in the execution of tasks around the office including, but not limited to, data and record management in our Blackbaud system (Raiser's Edge), general up-keep of the database, merging contacts, entering individuals, and pulling reports. In addition, the intern assists with creating and sending tax donation letters, in-kind and deposit log entries; organizing and completing merchandise inventory; filing documents and special projects. Attention to detail, strong organizational skills, innovative thinking, and the ability to think critically are necessary to succeed in this position. We will provide all necessary training to any individual.