JOB TITLE: PMC Fundraising Intern

REPORTS TO: Fundraising Associate, Jessica Otto Guay

EFFECTIVE DATES: June 2, 2027 thru August 20, 2027
Monday through Friday - 40 hours per week (at the busiest times, overtime will be required and compensated at time and a half); $17 per hour

SUMMARY:

The PMC is the largest single athletic fundraising event in the country and passes through 100% of all riders fundraising to Dana-Farber Cancer Institute (DFCI). Since its 1980 inception, the PMC has contributed over $1.2 billion to lifesaving cancer research and treatment at DFCI. PMC Fundraising Interns work closely with PMC full-time staff to support PMC cyclists' peer to peer fundraising efforts and answer questions about the weekend. They are instrumental in running a successful PMC weekend and advancing the PMC's mission of bringing us closer by the mile to a world without cancer.

DUTIES AND RESPONSIBILITIES:

Daily responsibilities include:

- Donation processing, i.e., preparing checks for bank deposits, processing donations online, and assigning donations to appropriate riders
- Entering or verifying donor information
- Answering calls and emails from riders, volunteers & donors about fundraising and logisitics
- Completing direct mailings, such as weekly donor/tax acknowledgements, tribute letters, etc.
- Working on projects with PMC staff and head staff
- Preparing signage for PMC weekend
- Fulfilling merchandise orders, taking inventory as needed
- Working with Kids Rides manager to process Kids Rides donations and additional administrative tasks
- Performing other related duties as assigned by management

Required PMC Event attendance:

- PMC Head Staff pre-event weekend meeting (July 7, 2027)
- Site meetings as assigned by PMC Manager

Required PMC Weekend (August 6, 2027 through August 8, 2027) attendance at hub sites and water stops.
Responsibilities include:

- Rider check in
- Supporting PMC logistics and operations, including physically demanding tasks
- Working with Boston Seaport vounteer leaders in unloading bikes & luggage on Sunday evening

QUALIFICATIONS:

- High school diploma or general education degree (GED)
- Computer skills required: (Microsoft Office Suite)
- Demonstrated prior customer service experience
- Ability to relate to and understand the PMC Mission
- Ability to work in a collaborative, team setting
- Capable of performing physically demanding tasks
- Must have reliable transportation to and from our Needham office daily

EXPECTATIONS:

- **Attendance/Punctuality** - Is consistently at work and on time.
- **Customer Service** - Responds promptly to customer needs.
- **Oral Communication** - Speaks clearly and persuasively; listens and gets clarification.
- **Written Communication** - Writes clearly and informatively; presents numerical data effectively.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions.
- **Accuracy** - Completes work in timely and accurate manner; strives to increase productivity.
- **Coachability** - Accepts feedback and looks for ways to improve.
- **Initiative** - Volunteers readily; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; puts success of team above own interests.

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