



**JOB TITLE: PMC Intern**

**REPORTS TO:** Fundraising Associate, Jessica Otto Guay

**EFFECTIVE DATES:** August 18, 2025 thru November 26, 2025

Monday through Friday - 30-40 hours per week, \$16 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 one billion dollars to lifesaving cancer research and treatment at DFCI.

The PMC is a model of efficiency for all non-profit events. The professional team is made up of 15 full-time staff, 6 summer interns, and 1 fall intern. The PMC is further supported by a 15-person Volunteer Head Staff; a 17-person Board of Directors; a 17-person Advisory Board; over 6,800 cyclists; 3,500 volunteers; 47 communities; 200 companies (which provide \$2.6 million in sponsorship plus \$5 million of in-kind products and services); and more than 350,000 individuals who donate to PMC cyclists.

**ROLE & RESPONSIBILITIES:**

The PMC Intern plays a pivotal role in driving the success of the PMC's fundraising and stewardship initiatives. Working alongside the full-time staff, they contribute to achieving both short and long-term goals making a tangible impact on the organization's mission to bring us closer by the mile to a world without cancer. They are an integral part of the fundraising team and support PMC participants' peer to peer fundraising efforts. Their dedication is key in running successful "spoke in the wheel" and stewardship events that help sustain the PMC's growth and success. This role offers the intern invaluable experience, providing the opportunity to refine their skills while contributing to a cause that is impactful to so many.

**Daily Responsibilities:**

- Donation processing – prepare checks for bank deposits and assign to appropriate riders
- Donor verification
- Direct Mailings – assist with weekly donor/tax acknowledgements, tribute letters, etc.
- Work on projects with PMC head staff throughout the fall
- Answering calls and emails from riders/donors with fundraising and other questions
- Fulfill merchandise orders, taking inventory as needed
- Assist with matching gift processing and applications
- Assist with the yearbook data review and clean up



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Participate in planning and executing the following fundraising and stewardship events:

- September Head Staff Meeting (evening, September 10th, 2025)
- Unpaved Weekend (October 3rd - 5th, 2025)
- Check Presentation (November 2nd, 2025)
- Heavy Hitter pick up evening (November 12th, 2025)

#### QUALIFICATIONS:

- High school diploma or general education degree (GED) required
- Computer skills required: (Microsoft Office Suite)
- No other prior experience or training is required

#### COMPETENCIES:

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- **Customer Service** - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- **Initiative** - Volunteers readily; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Quality** - Accurate and thorough data input; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Puts success of team above own interests.

The Pan-Mass Challenge is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.



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