

# TEXAS 4000

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## FIGHTING CANCER EVERY MILE

### Spring 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.

We are currently looking for passionate individuals with eagerness to learn about and help an amazing cause. These five internship opportunities will directly support the Texas 4000 Fundraising and Special Events programs, 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

**Internships will span from approximately January 22, 2018, through May 13, 2018 (exact dates flexible). To apply, please send your resume and cover letter stating why you are interested in the Texas 4000 organization and which position(s) you would like to be considered for to [info@texas4000.org](mailto:info@texas4000.org) by January 22, 2018.**

#### **Development & Outreach**

This position will be responsible for working with our Special Events and Alumni Relations Coordinator to focus on our amazing individual and institutional donors. Tasks include data management in our Blackbaud system, preparing tax receipts, and contacting the Texas 4000 donors via email, thank you notes and/or phone calls. Attention to detail, knowledge of MS Office Excel, strong organizational skills, and an outgoing personality are highly recommended as this position can involve many instances of contacts with our alumni, donors, and sponsors.

#### **IT Database**

The IT Database intern will assist with the maintenance of our database, Raisers Edge. You will help with donor entry and general up-keep of the database, including but not limited to, merging contacts, entering individuals, and pulling reports. Previous database entry experience is not required but encouraged. We will provide all necessary training to any individual.

#### **Organizational & Program Support**

The support intern will assist the Program Manager and Program Coordinator with projects related to the Texas 4000 leadership development program, the alumni network, and program evaluation. Additionally, you will assist the Office Manager in the execution of any daily tasks at hand around the office including, but not limited to, processing outgoing mail, filing documents, thanking donors, and managing relationships with our sponsors. This position would be ideal for someone looking for an entry-level position to gain experience in the non-profit world. Attention to detail, innovative thinking, and the ability to think critically are necessary to succeed in this position.

### **Special Events – Atlas**

The ATLAS Internship is a volunteer role reporting to the Texas 4000 Events Coordinator. It is a part-time position dedicating 2 hours per week at the Texas 4000 office from March – June, 2018, with the option to attend full ATLAS Committee meetings, occurring once per month. The ATLAS Intern must be available to be at the ATLAS Ride on June 2, 2018, in Lampasas, Texas. The ATLAS Intern will be responsible for helping the Events Coordinator market the ATLAS Ride, including hanging posters around Austin and putting flyers in other bike event's ride packets. In preparation for the event, the ATLAS Intern will also research new vendors for the finish line festival, bike shops that hold Sunday rides for promotion, and cycling groups to solicit for participants. They will also help manage participant fundraisers as they reach milestones, create tax receipts for donors and sponsors, and assist the Texas 4000 staff where needed. Through these tasks and others, the ATLAS Intern will learn about event planning and marketing, nonprofit management, donor relations, and fundraising.

### **Special Events – Tribute**

The Tribute intern will be focused on preparatory work for the Tribute Gala in late August when the 2018 team returns from Alaska. This position requires extreme attention to detail, prompt reporting and communication, and an ability to work with many different types of individuals. Duties will include managing the collection and organization of all silent auction and raffle items for the event, attending Tribute planning meetings, and working with the Tribute Chair to help make the event successful.