



**Position:** Development Intern (Paid)

**Reports To:** Senior Associate, Development

**Location:** Washington, DC and remote locations (Central and Eastern time zones)

**Position Type:** Internship (Fall 2025 & Winter 2026)

### **Join Us: Make Breakthroughs Possible**

At the Melanoma Research Alliance (MRA), we believe bold science saves lives. As the world's largest non-profit funder of melanoma research, MRA has fueled more than \$175 million in scientific grants that have accelerated more than 17 FDA-approved treatments, which has transformed the outlook for patients with melanoma and other cancers, and their families worldwide.

Founded in 2007 by Debra and Leon Black, MRA brings together scientists, industry leaders, advocates, and patients to advance prevention, diagnosis, treatment, and survivorship in melanoma, the deadliest form of skin cancer.

Yet our work is far from over. Each year, more than 330,000 people are diagnosed with melanoma globally, and only about half of patients with advanced disease respond to available therapies. The need for bold, innovative research has never been greater.

Every dollar we raise goes directly to research thanks to the generosity of our founders who cover 100% of MRA's operating costs. We move fast, collaborate deeply, and never lose sight of why we do this: to save lives.

This internship is an opportunity to gain hands-on experience with MRA's Development team and play an active role in how fundraising, donor engagement, and high-impact events fuel groundbreaking cancer research and transform patient lives.

Join us in driving the next wave of breakthroughs. [www.curemelanoma.org](http://www.curemelanoma.org)

### **Your Role: Intern, Development**

This isn't your average internship. It's a front-row seat to see how bold ideas are funded, partnerships are built, and philanthropy fuels breakthrough science.

As part of MRA's Development team, you'll dive into the fast-paced world where fundraising, strategic partnerships, and capital generation become the engine behind a mission to cure melanoma. You'll help cultivate our donor community, support high-impact fundraising initiatives, and get hands-on experience with the tools, strategies, and relationships that make nonprofit missions thrive.

You'll work closely with our Senior Associate for Development, collaborate with leadership, and have opportunities to contribute ideas, take ownership of projects, and see the direct impact of your work. By the end of the internship, you'll present your key learnings and project highlights to MRA leadership walking away with both new skills and an insider's understanding of how philanthropy powers real-world change.

### **How You'll Make an Impact**

As a Development Intern, you'll get hands-on experience with the strategies, systems, and stories that drive philanthropic support for groundbreaking melanoma research. You'll work side-by-side with the Development team, leadership, and event staff to see how donor relationships are built, cultivated, and celebrated.

### **Donor Intelligence & Cultivation**

- Partner with the Development team to research and qualify prospective donors and partners
- Prepare donor briefing documents to help leadership make high-impact connections

### **Donor Operations & Events**

- Support donor database optimization and data hygiene projects to ensure accurate, actionable information
- Enter donor data, track gifts, and prepare funding reports
- Assist with event logistics, communications, and revenue tracking for MRA's signature fundraising events, including *Leveraged Finance Fights Melanoma* and *MRA Live: The Salon Series*

### **Donor Stewardship**

- Process gifts and create personalized donor acknowledgements
- Collaborate on donor engagement touchpoints such as impact reports, annual reports, and special communications that show donors the results of their generosity

### **Administrative & Team Support**

- Assist with donor mailings, correspondence, scheduling, and project workflow tracking
- Provide on-the-ground support for fundraising events and meetings with high-profile donors and partners

### **By the end of the internship, you will:**

- Understand the full lifecycle of donor engagement—from prospect research to stewardship
- Gain event planning and execution experience for high-profile nonprofit events
- Build practical skills in CRM/database management, donor communications, and fundraising strategy
- Present your key learnings and accomplishments to MRA leadership

### **What You'll Need to Succeed**

- **Education** – College students (rising juniors or above with at least two years completed by the internship start date), recent graduates, and graduate students are welcome to apply
- **Mission-Driven Mindset** – Interest in nonprofit management, philanthropy, and/or fundraising is a strong plus
- **Communication Skills** – Excellent written, verbal, and interpersonal skills, with the ability to build rapport and collaborate effectively
- **Team & Self-Starter Energy** – Able to work independently while contributing meaningfully in a team setting
- **Tech Comfort** – Proficiency in Microsoft Office applications (Word, Excel, PowerPoint); familiarity with donor databases or fundraising software (such as Salesforce) is a plus, but not required
- **Adaptability & Curiosity** – A willingness to learn, take initiative, and contribute ideas to projects and events

### **What It's Like to Intern at MRA**

We offer more than an internship — we offer purpose. MRA interns work in a collaborative, mission-driven environment that values excellence, innovation, curiosity, and integrity. You'll have the opportunity to work cross-functionally, gain insight into the nonprofit sector, and see the direct impact of your contributions.

Interns are also invited to participate in MRA's professional development opportunities, including access to scientific retreats, conferences, and mentorship from team leaders.

### **Compensation & Benefits**

This is a paid internship offering \$20 per hour. The expected commitment is 16-24 hours per week, with flexibility to accommodate academic schedules. Academic credit may be arranged if applicable.

### **Location Requirement**

While MRA's headquarters are based in Washington, DC, we will consider fully remote candidates who are in either the Eastern or Central time zones.

## **Our Culture & Commitments**

At MRA, we foster a workplace where every voice is heard, and every team member is empowered. We are committed to building a diverse and inclusive team that reflects the communities we serve.

Research suggests that certain groups of people may be less likely to apply for positions if they don't meet every requirement. If you believe you could excel in this role, we encourage you to apply. We consider a broad array of candidates, including those with diverse workplace experiences and backgrounds.

We are proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, religion, color, national origin, sex, age, gender identity, sexual orientation, disability, or any other status protected by law.

To request a disability accommodation, contact us at [info@curemelanoma.org](mailto:info@curemelanoma.org).

## **Ready to Apply?**

Please send your cover letter and resume to [employment@curemelanoma.org](mailto:employment@curemelanoma.org) with the subject line: **Intern - Development**

No phone calls, please. Only short-listed candidates will be contacted. All inquiries will be kept confidential.

Must be authorized to work in the United States; we do not sponsor work visas.

## **What to Expect in the Hiring Process**

- Initial interview with Senior Associate Development (45 minutes)
- Round 2 interview with Director, Development Operations
- Background check
- Offer