



JOB TITLE: PMC Fundraising Intern

REPORTS TO: Fundraising Associate, Jessica Otto Guay

EFFECTIVE DATES: May 29, 2025 thru August 15, 2025

Monday through Friday - 40 hours per week (at the busiest times, overtime will be required and compensated at time and a half); \$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 \$1 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.

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 is supported by a 15-person Volunteer Head Staff; a 17-person Board of Directors; a 17-person Advisory Board; over 6,000 cyclists; 3,000 volunteers; 47 communities; 200 companies (which donate \$5 million worth of merchandise and services); and approximately 300,000 individual donors who support PMC cyclists.

DUTIES AND RESPONSIBILITIES:

Daily responsibilities include:

- Donation processing – prepare checks for bank deposits and assign to appropriate riders
- Donor verification
- Answering calls and emails from riders & donors with questions about fundraising and PMC weekend
- Direct Mailings – assist with weekly donor/tax acknowledgements, tribute letters, etc.
- Work on projects with PMC head staff throughout the summer
- Prepare signage for PMC weekend
- Fulfill merchandise orders, taking inventory as needed
- Work with Kids Rides manager to process Kids Rides donations and additional administrative tasks
- Participate in PMC Head Staff pre-event weekend meeting (July 2025 - exact date TBD)
- Participate in PMC day at Fenway (July 11, 2025)
- Performs other related duties as assigned by management

PMC Weekend (August 1 through August 3, 2025) responsibilities include:

- Rider registration





- Assist with PMC weekend logistics and operations (including but not limited to carrying packages of 25 pounds plus walking across PMC event fields all weekend, supporting PMC staff & riders in varied capacities)

QUALIFICATIONS:

- No prior experience or training.
- High school diploma or general education degree (GED)
- Computer skills required: (Microsoft Office Suite)
- Previous customer service experience is a plus
- Ability to relate to and understand the PMC Mission
- Must have reliable transportation to and from our Needham office daily

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; comfortable with phone and in person interactions.
- **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.
- **Quantity** - Meets productivity standards; completes work in timely manner; strives to increase productivity.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; puts success of team above own interests.
- **Written Communication** - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

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