

## Research Grants Internship

Oakland, CA – January 2024

### The Opportunity

The Myotonic Dystrophy Foundation (MDF) announces its search for college-level and graduate student interns to help advance MDF's mission.

**Vision:** We envision a world with treatments and a cure for myotonic dystrophy (DM).

**Mission:** The MDF mission is Community, Care, and a Cure.

- We support and connect the myotonic dystrophy **community**.
- We provide resources and advocate for **care**.
- We accelerate research toward treatments and a **cure**.

Founded in 2007, MDF is the leading global advocacy organization helping families and professionals understand DM, a rare, genetic, multisystem, highly variable neuromuscular disease. MDF helps constituents identify resources and support, improve quality care, and advance research for management and cures. MDF has a global reach, assisting families and championing other advocacy organizations in more than 80 countries around the world. As many as 150,000 individuals may be at risk for the most common form of DM in the United States alone. Tens of thousands of affected families as well as providers, industry partners, researchers, and donors, together form the MDF.

### Position Overview

MDF has a small, passionate staff based in Oakland, CA's Preservation Park, and seeks to add several college-level and graduate student academics to its team as interns focused on strategic projects. Interns will report to the Research Coordinator and will work collaboratively with all departments. The position is available a minimum of eight hours/week, beginning March/April 2024. Multiple Part-to-Fulltime positions are available during summer 2024.

## Research Grants Intern Projects

- Organize and Review Grants Data: Collect and organize annual grant data from 2007 to the present. Work with the team to migrate the data to a new database management system. Ensure accuracy and completeness of grant information.
- Expand Grant Applicant Outreach Database: Collaborate with the Grants Team to strategize and implement initiatives to increase the number of grant applicants. Utilize academic, research institute, and pharmaceutical/ biotechnology company databases to identify potential collaborators and grant applicants. Compile a detailed database of new contacts.
- Update Grant Recipient Profiles: Use identified metrics to evaluate the impact and outcomes of previous grants. Update and enhance profiles of previous grant recipients, highlighting achievements and contributions. Create reports detailing the Return on Investment (ROI) of past grants.
- Other projects as identified. Great experience and resume builders!

## Qualifications

- A minimum 3 years of experience and proven success in similar positions with similar responsibilities, preferably in the nonprofit sector.
- College degree or current student enrollment required (preferably in the field of biomedical sciences, public health, or a related discipline). Community College and University students and graduates are encouraged to apply.
- Strong research skills and ability to work with databases.
- Ability to work well under pressure and handle multiple projects simultaneously with shifting deadlines & priorities.
- Strong writing skills with both internal and external communications.
- Empathetic self-starter, with a natural curiosity and ability to quickly join new projects while leveraging the expertise of others.
- General computer skills including Microsoft Office required.

- Salesforce experience preferred.
- Ability to work with diverse groups and tailor communication to reach diverse populations.
- Consistent high attention to detail with the ability to self-monitor for accuracy.
- Knowledge of rare diseases, including myotonic dystrophy, preferred.

### Compensation and Benefits

The Foundation offers interns \$20/hour for the duration of the internship.

### Application Process

Interested and qualified candidates are encouraged to apply by sending a cover letter and resume to MDF's Research Coordinator, Nadine Skinner [nadine.skinner@myotonic.org](mailto:nadine.skinner@myotonic.org). All correspondence will remain confidential. Submissions without cover letters will not be considered.