



Advancement Summer Internship

SCHEDULE

This is a summer position ideally taking place from late May/early June through early August. The weekly time commitment would be Monday-Thursday from 9:00 AM – 3:00 PM. The intern will also have the opportunity to attend events and meetings outside of these hours.

PURPOSE:

The summer intern will support the Advancement Department in raising the funds needed to operate all Ronald McDonald House Houston programs in the Texas Medical Center by communicating our mission to supporters in the Houston community. The intern will gain an overall insight into the fundraising arm of an international nonprofit by working with different staff members to complete a variety of projects from event planning, grant writing, donor relations, and marketing.

DUTIES AND RESPONSIBILITIES:

The responsibilities will vary depending on the intern's particular skill set and interests. The selected intern will primarily work with our Advancement Coordinator, Marketing Coordinator, and Special Events Coordinator on various projects throughout the summer to gain a broad perspective on nonprofit development. Potential projects could include:

- Assist with the planning for our annual fun run, the Trafigura Run for the House
- Secure donations to be used as incentives for our marathon team participants
- Assist with planning for our inaugural Spirit of Hope Luncheon
- Assist with event publicity strategies (writing press releases or researching advertising opportunities)
- Graphic design projects
- Writing copy for our family stories blog, electronic newsletter or social media posts
- Research prospective foundations, individuals and corporations for grant proposals

QUALIFICATIONS AND REQUIREMENTS:

- Excellent organizational skills
- Collaborative team-player
- Self-starter who takes initiative and can work independently
- Receptive to feedback, coaching and experimentation
- Understand the urgency of accuracy and prompt, personal follow-up
- Empathetic and compassionate
- Someone who can adapt and is willing to help where needed
- Strong listening skills: ability to comfortably communicate with donors, volunteers, staff and families from multiple socio-economic backgrounds and with work styles
- Ability to deal with children of various ages and cultural backgrounds who may be very ill
- Familiarity using computers and comfortable with technology in general; comfortable using Microsoft Word, Powerpoint, and Excel
- Ability to maintain professional behavior when representing Ronald McDonald House Houston to partnering companies, donors, affinity group members, and board members



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the volunteer is regularly required to walk distances, sit and stand, use hands to finger manipulation, handle, feel, reach with arms and hands, and talk or hear.
- The volunteer may be required to lift up to 25 pounds.
- The vision requirements include close, distance, peripheral, and depth perception.
- A vehicle is not required; however, an intern may be asked to accompany staff to meetings or to run errands on behalf of Ronald McDonald House Houston.

APPLICATION SUBMISSION:

Please submit the following materials by email to mc@rmhhouston.org by **Friday, March 31**:

- Letter of interest summarizing your previous experience and how it applies to this internship, as well as what you hope to gain from this experience to prepare you for the future.
- 1-page résumé
- 2 professional or academic references

The following skills are not required but would benefit our department. Please indicate any experience you have with the following in your résumé or letter of interest and provide samples, where possible:

- ✓ Photography or video (capturing or editing)
- ✓ Ability to write in a clear, engaging manner for an online audience (blogging, social media, or web).
- ✓ Coding or web development experience
- ✓ Graphic design, experience using the Adobe creative suite is a plus
- ✓ Public relations and media outreach

After reviewing your completed application, our staff will contact you to discuss next steps.