



## Development and Fundraising Intern Position Description

### **Purpose**

Ronald McDonald House Charities of Eastern North Carolina provides a temporary “home away from home” for families of seriously ill or injured children receiving treatment from area medical facilities.

The Development Intern will assist the staff and volunteers in various projects related to the Development Team and current Events ran by the House. The intern will also be involved in learning about donor cultivation and solicitation, as well as the administrative tasks that help a non-profit like RMHC-ENC run. This intern will report to the Director of Development and/or the Marketing and Community Engagement Manager.

### **Responsibilities**

#### *Donor Relations*

- Acknowledging all types of donors
- Creating and helping implement appeals
- Working with third party fundraising groups
- Attend Community Events as necessary

#### *Event Planning and Support*

- Assisting with the planning/day-of activities for special events
- Coordinating, acknowledging donations of raffle prizes for special events.
- Creating event correspondence.
- Assisting with event research and follow-up

### *Development Team Support*

- Completing grants as assigned
- Work with the marketing team on assignments as needed
- Complete the Coke machine deposit and restock as needed
- Other administrative tasks assigned by the Administrative Coordinator and/or the internship supervisor(s)

### **Qualifications**

- Suggested majors – Business, child development, non-profit management, marketing, or related field
- Event planning experience preferred
- At least two years of undergraduate study completed
- Punctual and Dependable
- Proficient with Microsoft Office Suite, Canva and Adobe Creative preferred
- Ability to work some evenings and weekends
- Ability to multi-task and work well independently
- Possess solid oral and written communication skills
- Consent to a background check and have a current driver's license and clean driving record
- Other duties as assigned by the program supervisor

### **Commitment**

Dependent on the student's academic expectations and/or needs of the House

**This is an unpaid internship role that is available throughout the academic year - Spring, Summer and Fall semesters.**

After all materials are received and reviewed, potential candidates will be contacted by the designated supervisor to set up an interview time. No Application will be reviewed unless all information is complete and received.