



Ronald McDonald House Charities of the Carolinas

706 Grove Road | Greenville, S.C. 29605 | 864.235.0506

RMHC-Carolinas.org

Position: Development and Events Intern

Stipend: Unpaid Internship

Dates of Position: 2 month minimum – 6 months maximum

Time Commitment: 3 days/15 hours a week minimum. Hours are flexible between the hours of 9:00 a.m. and 5:00 p.m.

Supervisor: Kate Venuto, Director of Development & Marketing and Samantha Bauer, Communications & Events Manager

Job Purpose

Assist the Development and Marketing Director and Events and Communications Manager in all operational and event planning tasks needed to plan and implement successful fundraising events.

Duties:

- Assist in correspondence with and relationship building of donors, volunteers and supporters
- Track and manage data in House donor and volunteer database
- Aid in research and further development of prospective supporters and sponsors
- Compose correspondence that will be sent via mail, e-mail and social media to a variety of audiences
- Assist with development and execution of the House's silent auction for the House's largest fundraiser, the McGala.
- Create lists and generate reports for fundraising and event planning purposes.

Skills and Experience:

- Desire to work in the non-profit industry, with an overall passion for helping others
- Thorough and detailed expertise with written and verbal communications
- Proficiency in Microsoft programs specifically Excel, Word and PowerPoint
- Knowledge of HTML and working with WordPress is a plus
- Developed organizational skills and great attention to details
- Able to manage multiple activities at one time and work in a fast-paced environment showing self-initiative

Please submit your cover letter, resume and a sample writing sample to:

Kate Venuto, Director of Development and Marketing, kvenuto@rmhcarolinas.com
RMHC of the Carolinas | 706 Grove Road Greenville, S.C. 29605 | 864.235.1984