



706 Grove Road Greenville SC 29605  
rmhc-carolinas.org | 864.235.0506

Keeping families close

## What we are looking for: Development & Events Intern

**At the Ronald McDonald House of the Carolinas, you do more than make a living; you make a difference.**

Working to continue providing a place of hope and restoration for families with critically ill or injured children, we're calling on the innovators, visionaries, and the determined to join our family! As one of the Upstate's most respected nonprofits, we know what it's like to stand out. Your background, perspective, and desire to make an impact set you apart. That is why we are looking for you.

### Internship Description

<b>Stipend:</b>	Unpaid Internship
<b>Dates of Position:</b>	2 months minimum – 6 months maximum
<b>Time Commitment</b>	3 days/15 hours a week minimum. Hours are flexible between the hours of 9:00 a.m. and 5:00 p.m.
<b>Reports To:</b>	Michael Lanier, Development Manager Natascha Grundmann, Development & Administrative Coordinator

As an RMHCC intern, you will see your work's impact daily. We are looking for a passionate team player to assist the House Staff in a wide range of projects and tasks that benefit the mission and vision of the Ronald McDonald House. The intern will gain hands-on experience and training, including marketing, development, fundraising, and donor-relations, while gaining knowledge of how a non-profit organization operates.

- Assist in research and further development of prospective supporters and sponsors for RMHCC
- Assist with development and execution of the House's Heart's & Hands Gala Auction and other fundraising events (Plane Pull, Hearts & Hands Gala, Golf Tournament, 3<sup>rd</sup> Party Fundraising)
- Collaborate with Communications to create event collateral
- Assist with solicitation for donations including monetary and in-kind for House
- Work with House Staff on other assignments as needed

### 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.
- Prior experience or interest in fundraising or event planning
- Developed organizational skills and great attention to detail
- Able to manage multiple activities at one time, showing self-initiative

**Please submit your resume to:**

Michael Lanier, Development Manager at [mlanier@rmhcarolinas.com](mailto:mlanier@rmhcarolinas.com)  
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