



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

Keeping families close

What we are looking for: Grant Writing & Research 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

Stipend:	Unpaid Internship
Dates of Position:	2 months 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.
Reports To:	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.

- Identify and develop corporate, community and individual foundation prospects that align with RMHC's priorities
- Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to foundations and corporate sources.
- Compose documentation that needs to be included in the application when applicable
- Review organization materials and research/review other background information as necessary to craft the organization's story.
- Work with House Staff on other task as assigned

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.
- Developed organizational skills and great attention to detail
- Must be proficient in Microsoft programs specifically Excel, Word, and PowerPoint.

Please submit your resume to:

Michael Lanier, Development Manager at mlanier@rmhcarolinas.com
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