



**Ronald McDonald House**<sup>®</sup>  
Eastern North Carolina

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Keeping families close<sup>®</sup>

Fundraising & Development Intern  
Position Description

**Purpose**

The Ronald McDonald House 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 assist with preparing and coordinating events held by the House such as: WNCT Telethon, Character Breakfast, Pirate Radio Bowling Bash, Mum Sale, Luminaries, Sport A Shirt, Pop Tabs, etc.

**Responsibilities**

- Acknowledging all types of donors
- Creating and helping implement appeals
- Working with third party fundraising groups
- 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
- Attend Community Events as necessary
- Completing grants as assigned
- Work with the marketing team on assignments as needed

## **Qualifications**

- Suggested majors – Marketing & Public Relations
- 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.