



**Ronald McDonald
House Charities®**
Richmond

Special Events and Fundraising Intern

Internship description: The Ronald McDonald House Charities of Richmond is a non-profit that provides support services to reduce stress for families receiving medical treatment in the Richmond area. RMHC of Richmond is seeking an intern in the Development Office to assist in daily fundraising and event planning efforts.

Roles and Responsibilities:

- Executing chapter and third party events
- Acting as a charity representative when needed on and off-site
- Providing event preparation assistance and creation of event materials
- Physical needs for event preparation including but not limited to lifting, building and decorating
- Soliciting, picking up, and processing donations both in-kind and monetary
- Managing the reception desk (answering phone, greeting guests and visitors, etc.)

In addition, interns will provide support across functional operational areas including: family care, fundraising, volunteer services, business operations, and general household management.

Experience interns will gain: The Special Events and Fundraising Intern will become well-versed in the mission and daily functions of the Ronald McDonald House Charities in order to be another support to the Development Office with a focus on event logistics. Interns will be assigned event and fundraising support tasks in addition to a possible umbrella project, with intended lasting impact.

Qualifications: Applicants are required to have reliable transportation and will be asked to travel within the Richmond area for Chapter needs. Preferably, applicants will have interest in non-profit management, fundraising, event planning, marketing, and be comfortable interacting with a wide variety of populations. Applicants should be self-motivated and have the ability to balance multiple projects at the same time. Preferably, applicants will have a background in customer service and comfortability with cold calling and asking for donations.

Hours per week and Compensation: The position is approximately 12-15 hours a week. Hours are flexible and we are willing to work with students in order to meet criteria for school credit hours. The internship is unpaid.

Application instructions: To apply, please send a resume and cover letter to Diana Villarreal at diana@rmhc-richmond.org