

## Resource Development Internship Fall 2010, Spring 2011

### **ABOUT OUR ORGANIZATION**

United Way of Riley County (UWRC) is a nonprofit organization that works in partnership with local community leaders, businesses, government agencies, other nonprofits, and individuals to build a stronger, healthier community. By focusing on the issues of Education, Income and Health, we create long-lasting and positive changes are made in the lives of children, families, and individuals.

### **STATUS**

Intern, Part-Time (8 to 15 hours per week - time commitment may vary according to the intern's arrangement and request). Hours are flexible.

### **REPORTS TO**

The Campaign Chairman and the Executive Director.

### **ACADEMIC CREDIT**

If intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. United Way of Riley County will provide the necessary job description and performance review upon request.

### **POSITION SUMMARY**

The Resource Development Intern is responsible for planning, contacting, coordinating, and conducting successful fund-raising activities within the community and the assigned accounts. This position reports to the Campaign Chairman and the Executive Director.

Responsibilities – Possible Areas of Focus:

- Research, develop and implement strategies to improve campaign effectiveness to ensure the goals of the annual campaign are met.
- Prepare and review comprehensive analysis for each account.
- Review and monitor campaigns during and upon completion to identify problem areas and determine solutions.
- Maintain accurate and complete records on assigned accounts, reflecting changes in key personnel, number of employees, campaign history and frequency of contacts.
- Research and identify community development needs and activities, and help strategize UWRC's response to and involvement.
- Event planning.

### **QUALIFICATIONS**

- Currently enrolled in college, and an academic/career interest in fundraising, non-profit management, or marketing.
- Excellent written and verbal communication skills.
- Ability to work independently, manage time effectively, organize multiple tasks, and meet deadlines.
- Ability to think creatively and to share ideas.

- Possess the talent needed to build and maintain relationships with individuals, community groups, agencies, organizations, businesses and institutions.
- Must demonstrate basic computer skills; proficiency with a Windows operating system (Word, Excel, Internet and Data Base management).
- Have the ability to speak in front of large groups and motivate them to join the United Way movement.
- If you thrive on new experiences, want to make a difference in the lives of others and are interested in learning more about nonprofits, this is the opportunity for you.

### **PHYSICAL REQUIREMENTS**

Must be physically able to lift/move up to 20 pounds. Must be able to stand, walk, or sit for extended periods of time. The candidate also assists with the gathering of supplies for community events or presentations as well as creating displays and hanging signage.

### **SALARY**

This is an unpaid internship.

### **WHAT YOU WILL GAIN**

- Solid marketing communications experience
- The opportunity to custom-design your own internship to meet your academic and career needs
- Flexible hours - with appropriate notice, the supervisor will work to schedule hours around exams and other deadlines
- The opportunity to interact with other professionals in the business, government, academic and nonprofit sectors
- A great professional recommendation for your valuable work
- Knowledge that you are making a difference in your community

### **SUPPLEMENTAL QUESTIONS**

1. What are your career and academic goals?
2. What do you expect out of an internship at United Way?
3. What special qualities do you feel you will bring to this internship?
4. What is the time frame (day/month to day/month) that you expect to serve, and what days and hours are you available to work?

### **PLEASE SEND COVER LETTER, RESUME AND ANSWERS TO THE SUPPLEMENTAL QUESTIONS TO:**

Dianne Paukstelis, Executive Director, at [director@unitedwayrc.org](mailto:director@unitedwayrc.org).

United Way of Riley County (UWRC) is an equal opportunity employer.

Background checks are performed and internships are contingent upon successful screening.



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