

THE WILLIAM D. RUCKELSHAUS CENTER

UNIVERSITY OF WASHINGTON

Development Intern

The Development Intern provides event, foundation, donor, and general support to Ruckelshaus Center staff. The goal of this internship is to give interns hands-on experience that will improve and expand not only their skill set, but also their value and appeal to future employers.

Events

Interns will assist Development and Center staff in the planning and execution of the Center's annual Chairman's Circle and Statesmanship Luncheons. The goal of this portion of the internship is to provide interns with concrete experience in development and event planning that are integral to every event in the nonprofit/public sector.

- Assist Development Lead and Development & Communications Coordinator with brainstorming themes, content, and design for event materials
- Provide communication support with mailings, guest follow-up, and other efforts as needed
- Assist with updating/maintaining the event registration databases and tracking RSVPs
- Assist with managing sponsors and Table Captains (i.e. sending updates, reminders, materials, etc.)
- Assist with putting together program presentation and event flow
- Conduct research to inform VIP profiles for internal use
- Assist with drafting press releases/coordinating media communication
- Assist with venue/catering selection
- Assist in identifying volunteer roles
- Manage volunteers and provide day-of event support with troubleshooting and guest registration
- Assist with the writing and sending of thank you messaging after the event

Foundation Research

Build upon the Ruckelshaus Center's existing Foundation directory to create a more comprehensive information database to inform the Center's foundation outreach and grant submission strategies. You will do this by:

- Conducting grant/foundation research to determine:
 - What is the foundation and who/what do they support? What are their values (if any)?
 - What are grant opportunities that the Ruckelshaus Center might apply for?
 - What is the submission process for these proposals? Is there a deadline? What (if any) prerequisites are there for submission and being approved?
 - What (if any) specific language may be most appropriate for this foundation/proposal?

- Use this information to create grant/foundation “profiles” to inform the Center’s foundation strategy

Donor Stewardship/Outreach

- Assist Development & Communications Coordinator in identifying creative and strategic ways to inform and engage donors and other Center audiences
- Update and maintain integrity of donor/contact management database
- Assist Development & Communications coordinator in sending timely and meaningful thank-you letters and renewal reminders
- Assist Development Team in coordinating donor sit downs and other stewardship/appeal initiatives
- Draft and coordinate sending of year-end appeal

To Apply

This is a paid position (\$15/hour). Applications are due April 14th, with a tentative start date of June 2017. To apply, submit the following materials with the subject line “Development Internship Application” to ruckelshauscenter@wsu.edu.

- Cover Letter that describes your interest in working for the Ruckelshaus Center, and any previous experience with development, events and/or foundation research/relations
- Resume/CV
- Three professional references and their contact information
- Statement of Intent/Goals (i.e. what do you want out of this internship, and how will this experience advance your career goals?)
- Writing sample

For more information, contact either Operations Manager Maria Anguiano at m.anguiano@wsu.edu, or Development and Communications Coordinator Erin McCarthy at erin.e.mccarthy@wsu.edu.