



Ronald McDonald House Charities of Central Texas
1315 Barbara Jordan Blvd. | Austin TX 78723
512.472.9844 Office | 512.472.5465 Fax
www.rmhc-ctx.org

Ronald McDonald House Charities of Central Texas

Position: Development Intern

Stipend: Unpaid Internship

Dates of Position: 2 month minimum – 6 months maximum

Time Commitment: Ideal hours are flexible between the hours of 8 a.m. and 3 p.m.

Supervisor: Missy Strittmatter, Development Director

Job Purpose:

Assist the Development Director in all event planning and operational tasks needed to successfully cultivate donor stewardship.

Duties:

- Assist in correspondence with and relationship building of donors, volunteers and supporters
- Aid in research and further development of prospective supporters through contact building and donor database research.
- Create direct mail pieces and other marketing materials to gain awareness for the company
- Coordinate with Development Director to facilitate special programs such as Family Room Meal Program
- Complete grant applications on behalf of RMHC CTX
- Assist in managing high-level volunteers and group projects
- Create lists and generate reports for fundraising and event planning purposes

Skills and Experience:

- Thorough and detailed expertise with written and verbal communication skills
- Proficiency in Microsoft programs specifically Excel, Word and PowerPoint
- Knowledge of HTML and working in a web environment is a plus
- Developed organizational skills and great attention to details
- Able to manage multiple activities at one time and work in a fast-paced environment showing self-initiative

Please submit your cover letter, resume and a sample writing sample to:

Missy Strittmatter, Development Director mstrittmatter@rmhc-austin.org
RMHC Central Texas | 1315 Barbara Jordan Blvd. Austin, Texas 78723 | 512.628.5937