



## **Ronald McDonald House Charities | Central Iowa**

**Position:** Development Intern

**Stipend:** Unpaid Internship  
**Dates of Position:** 2 month minimum – 6 months maximum  
**Time Commitment:** Flexible based on needs of the student  
**Supervisor:** Mary McGrath, Special Events Coordinator

### **Job Purpose:**

-Assist Executive Director and Event Coordinator in day to day tasks for the organization.

### **Duties:**

- Assist in correspondence with and relationship building of donors and supporters.
- Aid in research and further development of contacts and database.
- Create direct mail pieces and other marketing materials to gain awareness for the company.
- Coordinate to facilitate special programs and projects.

### **Skills:**

- Thorough writing communication skills.
- Computer aptitude and knowledge.
- Creative and innovative ideas.
- Developed organization and attention to details.

**Please submit your cover letter and resume to Mary McGrath at [mary@rmhdesmoines.org](mailto:mary@rmhdesmoines.org).**