



Ronald McDonald House Charities of Madison
2716 Marshall Court, Madison, WI 53704
Phone: (608) 232-4660 / Fax: (608) 232-4670

JOB DESCRIPTION

Organization: Ronald McDonald House Charities of Madison
Position Title: Special Events Intern
Reports To: Events & Corporate Partnerships Manager
Duration: Semester, Summer, or Academic Year
Compensation: Unpaid

Job Purpose

Ronald McDonald House Charities of Madison (RMHC-Madison) provides essential services that remove barriers, strengthen families, and promote healing when children need healthcare. Through the *Ronald McDonald House* and *Ronald McDonald Family Room at SSM Health St. Mary's Hospital-Madison*, we keep families with sick or injured children close to each other while they receive medical care at area hospitals and far from home. The *Ronald McDonald Care Mobile* provides free wellness checks and immunizations to underserved children in northern Illinois.

The *Special Events Intern* supports the planning and execution of events and development initiatives crucial to the mission's success. This role is ideal for a motivated and organized individual seeking hands-on experience in event planning, fundraising, and nonprofit development.

Job Responsibilities

- **Event Planning**
 - + Assist in the planning and execution of various events, including fundraisers, donor appreciation events, and community outreach activities.
 - + Support the logistics of event planning and auction procurement.
- **Development and Fundraising Support**
 - + Assist in researching and identifying potential donors, sponsors, and grant opportunities.
 - + Participate in donor stewardship activities like phone calls, meetings, and donor recognition programs.
- **Administrative and General Support:**
 - + Provide administrative support to the development team.
 - + Assist in tracking and reporting on the success of campaigns and events.
 - + Participate in team meetings and brainstorming sessions for new initiatives.

Qualifications

- College student in a related field (e.g. Nonprofit Management, Marketing, or Event Planning).
- Strong organizational and time-management skills, with the ability to manage multiple tasks and meet deadlines.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work both independently and as part of a team.
- Passion for nonprofit work and a commitment to the mission of RMHC-Madison.
- Must have transportation to and from work.
- Professional attitude and appearance.

Time Commitment

A flexible yet consistent commitment of 10-12 hours per week is expected. The internship is semester, summer, or school-year-based. Ideal summer candidates would be able to commit through mid-August. The position is located at the Ronald McDonald House in Madison.

Benefits

This is an unpaid opportunity, and interns are not considered employees or eligible for employee benefits. Yet, this position provides the following:

- Hands-on experience in event planning, fundraising, and nonprofit development.
- Opportunity to build your professional network and work alongside experienced professionals in the nonprofit sector.
- Academic credit to students who qualify through their college or university.
- Letter of recommendation following the successful completion of an internship.

How to Apply

Please send your resume and cover letter with the subject line "Special Events Intern Application" to Monica Johnson, Events & Corporate Partnership Manager, mjohnson@rmhcmadison.org. Applications will be reviewed on a rolling basis until the position is filled.