



Database and Development Internship

RMHC is looking for potential intern candidates who share a passion for helping those in need and are motivated to make a difference in the community. Candidates can come from a variety of backgrounds including, but not limited to students pursuing a communications, non-profit administration or related degree.

Responsibilities:

- Support all aspects of Data management in the Development department through donor retention campaigns, including but not limited to annual companions
- Assist with maintaining accurate donor information in Raiser's Edge database
- Analyze campaign mailing list data
- Assist data staff with donor and memorial tribute acknowledgments
- Supporting the matching gift program with gift document preparation
- Perform general administrative duties including filing and data entry
- Assist with maintaining the grant's program current submissions and reporting
- Maintains data entry standards by following data management procedures
- Preparation of all mailing materials

Experience:

- Proficient in Microsoft Office suite and office equipment
- Strong organizational skills
- Excellent communication skills, both written and verbal
- Database experience preferred but not necessary

Reports to: Data Manager

Time Commitment:

- 15+ hours a week
- Days and hours are negotiable

Compensation: Unpaid

About the Ronald McDonald House Charities of St. Louis:

Ronald McDonald House Charities of St. Louis provides a "home-away-from-home" for families of seriously-ill children and provides support to organizations that serve the needs of children. RMHC provides comfort and care, including warm meals and comfortable beds, to 59 families each night at three Ronald McDonald Houses. We also provide snacks, Internet access, television, laundry facilities, and hot showers to families with a pediatric in-patient being treated at three area hospitals in our Ronald McDonald Family Rooms. Find out more about our organization at www.rmhcstl.com.

Send resume to: McKenna Cooper at mcooper@rmhcstl.com, no phone calls please.