

Misericordia Foundation
Development Intern, Events and Public Relations
Summer Term

About Misericordia:

The Mission of Misericordia is to provide a continuum of care and support for children and adults of all faiths and cultures who have intellectual and developmental disabilities. We provide the highest quality of care designed to meet each person's changing needs and maximize his/her independence, self-determination, interpersonal relationships, and engagement in the community. The mission extends beyond the residents as we offer peace of mind to families. Through Catholic values and traditions we strive to be a diverse and inclusive community of acceptance, respect, dignity, spirituality, and quality of life for us all.

About the Misericordia Foundation Development Office:

Each year, Misericordia must raise \$25 million to bridge the gap between what the government provides through funding and what is needed to continue the life-affirming programming that Misericordia provides. Fundraising provided by the Misericordia Foundation allows Misericordia Home the opportunity to fill this gap through private donations and special events. The Development Intern would play a vital role in the operations of these special events, both prior to, during and post event.

As a Development Intern at Misericordia, students will assist in the following areas:

- Planning and execution of major events for Misericordia
- Assist in overall communications and media projects involved with Misericordia public relations

Responsibilities and Tasks

- Participation in pre and post event meetings
- Assist with various mailings concerning event invitations and sponsorship
- Work with the Marketing Manager to contribute to content articles for print, website and social media
- Assist in media monitoring by identifying reporters and news outlets that are appropriate for Misericordia
- Cataloging and organizing event supplies and auction items
- Assist with general day-to-day operations within the Development Office
- Other duties as assigned and needed

Students will report to Lois C. Gates, Assistant Executive Director, and her team, Anne Mills, Development Officer, and Julie O'Sullivan, Creative Arts Director and Marketing Manager, within the Development Office. Students will work closely with various other members of the Development team. The ultimate goal of this internship will focus developing skills

concerning the various aspects of event planning and public relations as they relate specifically to nonprofit development and fundraising. These include but are not limited to: volunteer coordination, writing, donor software, finances and budgeting, and other forms of communication.

Qualifications:

- Proficient in the Microsoft Office Suite
- Organized and flexible, willing and able to adapt to new situations
- Strong writing skills
- Interest in nonprofit development
- Comfortable working with persons with developmental disabilities

To Apply:

- Please submit resumes and a writing sample to Lois Gates, Misericordia Foundation Executive Director, at loisg@misericordia.com

**Please note that this is an unpaid position*