



RONALD MCDONALD HOUSE OF CHARLOTTE

Job Title:	House Advancement: Executive-Volunteer Coordination Intern		
Reports To:	Director of House Advancement		
Job Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Intern	Hours: Min. 20 hours per week - NON-paid	
Job Purpose:			
Responsible for assisting the House Advancement department with planning, preparation and facilitation of The Ronald McDonald House of Charlotte's Executive-Volunteer Program.			
Responsibilities/Objectives:			
<ul style="list-style-type: none"> - Develop/manage an annual recruitment/engagement plan for Executive-Volunteer recruitment, committee engagement and recognition, as part of the overall Advancement Plan. - Manage Executive Volunteer tracking document outlining pertinent aspects of committee volunteer recruitment and engagement. - Schedule/organize regular/monthly Orientation Sessions (in person or via Zoom) as an executive-volunteer training vehicle to review all aspects of the organization as a baseline to understanding mission/departments, introduce executive volunteers to staff leadership, etc. - Develop/manage evaluation tools to gage level of Executive-Volunteer engagement on Committees, supporting annual review process with each executive committee volunteer to recruit for following year/campaign and determine role moving forward. - Manage related correspondence, including welcome letters and introductory emails to committee chairs program to support committee volunteer recruitment, forging relationships between committee chairs, CEO, Director of Advancement, and assigned staff contact. - Manage related events including quarterly social events specifically designed for executive volunteers to get to know one-another, the Board and other committees' members. - Manage recognition of executive-volunteers. Arrange/obtain headshot or other photos at onset of committee appointment; document quotes from each executive volunteer; arrange /obtain photos at RMH events of executive volunteer with CEO, Board Chair, etc; to be used for Advancement purposes. Track major accomplishments of executive volunteers to then be utilized for recognition purposes. - Create/manage electronic/hard files for each Executive Volunteer to document their engagement and contributions; files may be shared with leadership when considering Board appointments. - Attend weekly staff meetings to give verbal/written reports on assigned projects' progress. 			
Education & Experience:			
<ul style="list-style-type: none"> - Completed or working toward a college degree, preferably with an interest in business communications, non-profit development and event planning 			
Key Competencies:			

- Strong computer and Microsoft Office skills
- Ability to communicate in a professional manner with donors and community contacts
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
- Enthusiasm for the mission of Ronald McDonald House of Charlotte and the families we serve

Additional Information:

- Start Date: TBD
- Hours: 20 hours per week – 12 week commitment
- Background check is required

Employee:

Date:

Director:

Date:

NOTE: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, the Board of Directors reserves the right to revise the position as needed.