



Ronald McDonald House Charities of Madison
2716 Marshall Court, Madison, WI 53701
Phone: (608) 232-4660 / Fax: (608) 232-4670

JOB DESCRIPTION Development Intern

Organization: Ronald McDonald House Charities of Madison

Reports To: Events & Corporate Partnerships Manager

Compensation: Unpaid, part-time (10–15 hours per week)

About Ronald McDonald House Charities of Madison

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.

Position Summary

The Development Intern supports the planning and execution of fundraising events, donor engagement activities, and development initiatives that are vital to RMHC-Madison's mission. This internship offers meaningful, hands-on experience in event planning, fundraising, digital communications and nonprofit development. Ideal candidates are motivated, detail-oriented, and eager to contribute to a mission-driven organization while building professional skills in a supportive, collaborative environment.

Key Responsibilities

Signature Event Planning

- Assist with the planning and execution of fundraising, donor appreciation, and community events.
- Support event logistics including registration, vendor coordination, and auction item procurement.
- Help maintain and update event websites, including content, imagery, sponsor recognition, and registration links.
- Collaborate on social media and Canva content creation to promote upcoming events, sponsors, and mission stories.
- Contribute creative ideas to enhance the guest experience and donor engagement.

Development & Fundraising Support

- Research potential donors, sponsors, and grant opportunities.
- Participate in donor stewardship activities, including thank-you calls, mailings, and recognition programs.
- Assist in maintaining accurate donor and sponsor records.

Administrative & General Support

- Provide administrative support to the development team, including data entry, materials preparation, and filing.
 - Help track and report on campaign and event outcomes.
 - Participate in team meetings and brainstorming sessions to contribute new ideas for growth.
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Qualifications

- Current college student pursuing a degree in Nonprofit Management, Communications, Marketing, Event Planning, or a related field.
 - Very detail-orientated with strong organizational and time-management skills, and the ability to manage multiple priorities.
 - Excellent written and verbal communication skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); experience with Canva or social media content creation preferred.
 - Professional demeanor and ability to work both independently and collaboratively.
 - Passion for nonprofit work and commitment to the mission of RMHC-Madison.
 - Reliable transportation to and from the Ronald McDonald House.
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Time Commitment

A consistent commitment of 10–15 hours per week is expected. Internship terms are flexible (semester, summer, or full academic year). *Ideal summer candidates are available through mid-August.* The position is based on-site at the Ronald McDonald House in Madison.

Benefits

While this is an unpaid position, interns gain:

- Valuable hands-on experience in nonprofit event planning and development.
 - Opportunities to work alongside experienced professionals in a mission-driven environment.
 - Academic credit (if approved by your college or university).
 - A professional letter of recommendation upon successful completion of the internship.
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How to Apply

Please send your resume and cover letter with the subject line “Development Intern Application” to mjohnson@rmhcmadison.org. Applications are reviewed on a rolling basis until the position is filled.