



**Ronald McDonald
House Charities®**
Richmond

Marketing and Fundraising Development Intern

Interns support the staff in daily fundraising and marketing efforts to support the operations of our local Ronald McDonald House. The interns are responsible for completing daily tasks including but not limited to: executing chapter and third party events, acting as a charity representative when needed on and off-site, greeting guests and visitors, managing the reception desk, answering the phone, receiving and processing donations, writing aspects of our monthly newsletter, posting on social media sites, creative writing, and other administrative duties. In addition, interns will provide support across functional operational areas including: family care, fundraising, volunteer services, business operations, and general household management. Interns will be assigned daily support tasks in addition to a possible umbrella project, with intended lasting impact. This internship is unpaid.

Time Requirement

Hours are flexible and we are willing to work with students in order to meet criteria for school credit hours.

Please send resume and cover letter to Diana Villarreal at diana@rmhc-richmond.org.