

THE WILLIAM D. RUCKELSHAUS CENTER

UNIVERSITY OF WASHINGTON

POSITION TITLE: DEVELOPMENT INTERN

ABOUT THE RUCKELSHAUS CENTER

The Ruckelshaus Center helps people work together to identify and solve problems, make collaborative decisions, and reach lasting agreements on complex public policy challenges in the State of Washington and the Pacific Northwest.

We are a joint effort of Washington State University (hosted and administered by the WSU Extension) and the University of Washington (hosted through the Daniel J. Evans School of Public Policy and Governance). Building on the unique strengths of these two institutions, the Center applies university resources and knowledge towards solving challenging public policy issues.

ABOUT THE DEVELOPMENT INTERNSHIP

The Development Internship is an opportunity to provide event, foundation, donor, and general support to Ruckelshaus Center staff. The goal of this internship is to give interns hands-on experience that will improve and expand not only their skill set, but also their value and appeal to future employers.

The Development Intern will work closely with Development and Center staff. They will have the opportunity to build communication and development skills by working within the following areas:

1. Donor Stewardship/Outreach:

- Update and maintain integrity of donor/contact management database including donor information, transactions and other records.
- Assist staff in identifying creative and strategic ways to inform and engage donors and other Center audiences
- Communicate with our network of donors and supporters to elicit individual donations, event sponsorships, and foster positive engagement with our work and mission
- Design and execute communications campaigns by writing content, segmenting lists of donors based on targeting criteria, creating layouts, and managing online mailing systems
- Assist staff in processing gifts, sending timely and meaningful thank-you letters and issuing receipts and renewal reminders
- Assist Development Team in coordinating donor sit-downs and other stewardship/appeal initiatives

2. Events: Interns will assist Development staff, Center staff, and event consultants in the planning and execution of the Center's annual Chairman's Circle and Statespersonship Luncheons. The goal of this portion of the internship is to provide interns with concrete experience in development and event planning; experience integral to every event in the nonprofit/public sector.

- Assist staff and consultants to create and manage the event project timeline document
- Assist staff and consultants to develop event themes, content, and design for event materials
- Research event details, potential speakers, and VIP profiles for internal use
- Provide communication support by drafting event invitations, sponsorship appeals, hard copy mailings, table captains (i.e. send updates, reminders, materials, etc.), and press releases/coordinating media communication as needed

- Assist with updating/maintaining the event registration databases, RSVP tracking, table sponsorships, and table captains
 - Assist with putting together event flow including program presentation, venue/catering selection, volunteer roles, etc.
 - Provide day-of event support with troubleshooting, volunteer management, and guest registration
 - Assist with the gift processing as well as the writing and sending of thank you messaging and receipting after the event
3. **Administration:** Interns will support Development-related administrative tasks.
- Take notes and bi-monthly Development Team chat and create Action Items for teammates
 - Prepare agendas and strategic data for all Development-related meetings
 - Work with the Development Committee board to set larger strategy for Ruckelshaus Center Development
 - Send and manage event invites and scheduling requests
4. **Foundation Research:** Build upon the Ruckelshaus Center's existing foundation directory to create a more comprehensive information database to inform the Center's foundation outreach and grant submission strategies. You will do this by:
- Conducting grant/foundation research to determine:
 - What is the foundation and who/what do they support? What are their values (if any)?
 - What are grant opportunities that the Ruckelshaus Center might apply for? How do they fit the Center's vision, mission, goals and priorities?
 - What is the submission process for these proposals? What deadlines exist, if any? What (if any) prerequisites are there for submission and being approved?
 - What (if any) specific language may be most appropriate for this foundation/proposal?
 - Use this information to create grant/foundation "profiles" to inform the Center's foundation strategy
 - May also participate in writing grant proposals

TO APPLY

This is a paid position (\$17/hour). Applications will be accepted and reviewed on a rolling basis. To apply, submit the following materials with the subject line "Development Internship Application" to ruckelshauscenter@wsu.edu.

1. Cover Letter that describes: 1) your interest in working for the Ruckelshaus Center; 2) statement of intent/goals (i.e. what do you want out of this internship, and how will this experience advance your career goals?); and 3) any previous experience with development, events and/or foundation research/relations
2. Resume/CV
3. Three professional references and their contact information
4. Short writing sample (one to five pages; submitted coursework can serve this purpose)

For more information, contact either Operations Manager Maria Anguiano at m.anguiano@wsu.edu, or Chris Page at c.page@wsu.edu