For more information Employer Relations, please contact:
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American Red Cross
National Headquarters
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Direct all student inquiry to internships@redcross.org

Summer 2015 Internship Opportunities

The Organization

The American Red Cross exists to provide compassionate care to those in need. The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation's blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families. The Red Cross is a not-for-profit organization that depends on volunteers and the generosity of the American public to perform its mission.

The Internship

The American Red Cross offers exceptional undergraduate and graduate students internship opportunities at our Red Cross national headquarters in Washington, D.C. and in chapters across the country through our Internship Program. Interns are matched with a specific department where they work on advancing critical projects.

The overall aim of the program is to attract a pool of diverse, skilled, enthusiastic young professionals and provide them with an opportunity to build a long-term, substantive life-long relationship with the Red Cross.

The Foundation Partnerships Internship is an unpaid internship where candidates must be enrolled in a degree program at the time of the internship. The opportunity is based in Washington, DC at our National Headquarters beginning in June 2015.

Basic Qualifications:

• Undergraduate (sophomore, junior or senior) student currently pursuing a degree
• Ability to work in a fast paced environment with a demonstrated ability to accomplish multiple task and meet deadlines
• At least one year volunteer experience preferably with fundraising
• Excellent written and oral communication skills.
• Data management and organizational skills.
• Ability to work well within a team and handle competing deadlines.
• Prioritization skills and strict adherence to deadlines will be required.
• Excellent relationship skills and ability to work cross-functionally
• Ability to work independently and as part of a team
• Strong customer service skills and strong attention to detail are a must
• Must be enrolled in a degree program at the time of the internship
Summary:

The Corporate and Foundation Programs unit of Development at the American Red Cross is the central office through which high quality, consistent fundraising programs and platforms are created that support the organization’s mission and fundable strategic opportunities. It is also the primary office through which corporate, foundation and new market strategy is developed to maximize fundraising locally, regionally, nationally and globally. The intern is responsible for helping to track and build cause marketing packages, and/or implementing cause marketing partnerships, and supporting the activities of the Corporate & Foundation Programs team. S/he will be an integral part of a team to coordinate and expand funding for the Red Cross through new opportunities for the corporate and foundation channels. Such support includes, but is not limited to, compiling preliminary research on prospects and programs, drafting and finalizing briefings and letters for and about prospects, preparing proposals and stewardship reports, and tracking timely moves for prospects and donors. This position will report to the Officer of Corporate and Foundation programs.

Responsibilities:

Support Foundation Program team in various aspects of fundraising including:

- Maintain and update foundation distribution list
- Prepare Monthly Foundation email
- Maintain and update prospect lists
- Refresh and update “frequently requested documents and field proposals” on intranet database
- Review trends in foundation giving and report monthly
- Research individual prospects and develop prospect lists
- Answer questions for fundraisers across the country regarding foundation best practices

Promote national and regional foundation partnerships to chapters to ensure maximum participation in each line of service program. Supports process improvement projects, including data management and forecasting projects. Maintains regular and significant contact with national Development staff and local chapters of the American Red Cross.

Internship timeframe: Summer 2015 (June 2015 – August 2015)
Weekly Internship Hours Required: Full-Time (up to 40 hours; flexible schedule available)

TO APPLY FOR THIS POSITION

To apply for this position, please send an email with your resume (cover letter is suggested) attached to internships@redcross.org with the subject line:

YOUR FULL NAME, Foundation Partnerships Internship (Summer 2015)

As an Affirmative Action/Equal Opportunity Employer, well-qualified women, minorities, veterans and persons with disabilities are encouraged to apply
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