

**Misericordia Heart of Mercy
Development Intern, Events and Public Relations
Summer Term**

About Misericordia: The mission of Misericordia/Heart of Mercy is to support children and adults with intellectual and developmental disabilities who choose our community by providing the highest quality residential, training, and employment services. We provide the full continuum of care designed to meet each person's changing needs and maximize his or her independence, self-determination, interpersonal relationships, and engagement in the community. Through our dedicated families, employees, volunteers, supporters and community networks, we offer an environment that fosters each person's spirituality, dignity, respect, and quality of life.

About the Misericordia Development Office: Each year, Misericordia must raise \$20 million to bridge the gap between what the government provides through funding and what is needed to continue the life-affirming programming that Misericordia provides. Fundraising allows Misericordia the opportunity to fill this gap through private donations and special events, which are an invaluable aspect of Misericordia's fundraising. The following events occur during the late spring/early summer and the Development Intern would play a vital role in the operations, both prior to and on event day, for each event:

-The Artist in All™ is a silent auction benefit hosted by the Misericordia Siblings Association featuring works of art created by the talented Misericordia resident artists with the assistance of staff and volunteers. The event is held at the Modern Wing at the Art Institute of Chicago each year.

-The BUMS Golf Outing takes place the first Monday in June each year and is the Midwest's largest charity golf outing. The event offers breakfast, lunch and dinner, a live and silent auction and 18 holes of golf for 600 people.

-The Misericordia Family Association Dinner Dance takes place in late June each year. From silent auctions, to raffles and a paddle raise, this event has everything! This event brings together over 2,000 Misericordia family members and friends for a celebration of great food and dancing all to benefit the over 600 children and adults that call Misericordia home.

-The Heartlinks Golf Outing takes place in mid-July each year at ShoreAcres in Lake Bluff, IL. The event welcomes Misericordia supporters for a day that includes 18 holes, lunch, dinner and cocktail reception along with a live and silent auction.

Due to the timeline of Misericordia's major events during the summer months, it is suggested that interested applicants be available to begin the internship during the month of May.

As a Development Intern at Misericordia, students will assist in the following areas:

- Planning and execution of major events for Misericordia
- Assist in overall communications and media projects involved with Misericordia public relations

Responsibilities and Tasks

- Participation in pre and post event meetings
- Assist with various mailings concerning event invitations and sponsorship
- Work with the Marketing Manager to contribute to content articles for print, website and social media
- Assist in media monitoring by identifying reporters and news outlets that are appropriate for Misericordia
- Cataloging and organizing event supplies and auction items
- Assist with general day-to-day operations within the Development Office
- Other duties as assigned and needed

Students will report to Lois C. Gates, Assistant Executive Director, and her team, Julie O'Sullivan, Creative Arts Director and Marketing Manager, and Grace Glan, Development Officer, within the Development Office. Students will work closely with various other members of the Development team. The ultimate goal of this internship will focus developing skills concerning the various aspects of event planning and public relations as they relate specifically to nonprofit development and fundraising. These include but are not limited to: volunteer coordination, writing, donor software, finances and budgeting, and other forms of communication.

Qualifications:

- Proficient in the Microsoft Office Suite
- Organized and flexible, willing and able to adapt to new situations

- Strong writing skills
- Interest in nonprofit development
- Comfortable working with persons with intellectual and developmental disabilities
- Rising Juniors and Seniors preferred

Students completing this internship should register for academic credit through the Russert Department (0, 1, 2, 3 credits) to be eligible to apply for the Lavelle Scholarship. The Lavelle Scholarship provides a \$1500 stipend for the student to complete the internship.