



2017-18 Development & Advancement Internship

Requirements of Position and Skills:

- Bachelor's degree. Preferably in business, marketing, sports management, or a related field.
- Previous student work or other experience in development & advancement at a collegiate institution preferred.
- Excellent interpersonal, organizational, and communication skills.
- Ability to work both independently and as a member of a team to create and implement support for the department.
- Ability to work a flexible schedule, which includes nights and weekends.
- Knowledge and ability to effectively use technology; including spreadsheets, social media platforms, etc. (Excel, Word, Adobe Photoshop, Twitter, Facebook, Instagram, etc.).

Primary Responsibilities:

- Work closely with all members of athletic advancement staff, and receive hands-on learning experience related to all functions of the athletics department's development program.
- Provide specific support for alumni and donor engagement events.
- Communication with alumni and donors through social media, email, phone calls, mailings, etc.
- Assist in continued development of department's Anchor Club (Booster Club) for the support and enhancement for programs directly supporting student-athletes.
- Other duties as assigned by Director of Athletics and Athletic Advancement Staff.

To apply, please submit a cover letter, resume, and three professional references to Assistant to the Athletic Director, Eric Blanchard at eblanchard@ric.edu.

Review of applications will begin immediately. The internships will run from August 14, 2017-May 11, 2018.