



**fosteradopt
connect**

Formerly Midwest Foster Care and
Adoption Association

Resource Development Intern

Mission: FosterAdopt Connect is a non-profit organization headquartered in metropolitan Kansas City that provides foster and adopted children a stable, loving, and nurturing family environment by support and advocacy for abused and neglected children and the families caring for them. Our primary service areas are western Missouri and eastern Kansas.

Internship: The Resource Development Intern will work under the supervision of the Development Coordinator to create and implement strategies to raise additional funds for agency operations and programming. The Resource Development Intern will focus on four main activities: 1) support individual giving program by assisting with donor research, donation tracking, and acknowledgement; 2) assist in planning special events to include the solicitation of monetary and in-kind support; 3) work with Development Coordinator to plan and implement annual Holiday Adopt-a-Family program; and 4) assist in marketing FosterAdopt Connect programs, special events, and accomplishments. Throughout the internship, the Intern will gain experience with donor management software, Microsoft Office, and Adobe Creative Suite.

Timeframe: Fall Semester 2017 and Spring Semester 2018 with time off for holidays and school breaks.

Hours per Week: 12-15 hours (during the hours of 9am to 5pm. May require working hours outside this timeframe for meetings and events.)

Benefits: AMI Registration Scholarship stipend, free parking, and opportunities to attend board and committee meetings.

Location: Office is located in Independence, Missouri.

Email resume and cover letter to:

Courtney Ryan, Development Coordinator
FosterAdopt Connect
18600 E 37th Terrace South
Independence, MO 64057
courtney@fosteradopt.org

Questions: 816-350-0215



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Resource Development Intern Duties

Activities and Goals	Planned Period of Work
<p>Goal: In order for FosterAdopt Connect to continue serving foster and adopted children and their families, we must continue to diversify our funding base and bring in new resources.</p>	<p>9/1/17-5/31/18</p>
<p>Activity 1: Support Individual Giving Program/Annual Fund.</p> <p>Step 1: Conduct donor identification and research. Step 2: Assist with Annual Fund.</p>	<p>1: Ongoing 2: Ongoing</p>
<p>Activity 2: Assist in planning and implementation of special events.</p> <p>Step 1: Work with Development Team to market and attain resources/ participants for Run for Adoption event (held in November). Step 2: Work with Development Team to coordinate and plan annual holiday party for foster and adoptive families (held in December). Step 3: Work with Development Team to mobilize and coordinate volunteers to sell tokens for and staff annual Ribs for Kids event (held in late spring). Step 4: Work with Development Team and Volunteer Committee to plan, staff, market, and fund annual Forever Families Gala (held in August).</p>	<p>3: Sept 2017 – Nov 2017 4: Nov 2017 – Dec 2017 1: Jan 2018 – May 2018 2: Jan 2018 – May 2018</p>
<p>Activity 3: Assist with annual Holiday Adopt-a-Family program</p> <p>Step 1: Work closely with Development Coordinator to match 1,200 youth with donors of holiday gifts. Step 2: Use spreadsheets and internet-based database to track youth, donations, donors, and mailing lists for holiday program. Step 3: Assist with distribution of gifts through Santa Store and to individual youth and families. Step 4: Compose acknowledgements and thank you notes for holiday program. Step 5: Assist in development of reports to senior staff and board for holiday program.</p>	<p>1: Sept 2017 - Dec 2017 2: Sept 2017 - Dec 2017 3: Dec 2017 4: Dec 2017 5: Dec 2017</p>
<p>Activity 4: Assist in marketing FosterAdopt Connect programs, special events, and accomplishments.</p> <p>Step 1: Assist with story ideas and article generation for e-newsletter. Step 2: Assist with social media strategy and posts.</p>	<p>1: Monthly 2: Ongoing</p>