

ADVANCEMENT INTERNSHIP PROGRAM – 2019

University of Iowa Center for Advancement

The University of Iowa Center for Advancement (UICA) is an independent nonprofit located on the north edge of campus, formed by joining the UI Alumni Association and the UI Foundation. Our mission is to advance the University of Iowa through engagement and philanthropy, and we are committed to engaging everyone who loves the University of Iowa—alumni, fans, patients, art lovers, students, parents, and friends—through programming, events, and opportunities to give back. (Learn more at www.foriowa.org.)

We are currently recruiting University of Iowa students for our paid summer internship program. We are looking for those who are interested in nonprofit work, with career aspirations in the areas of fundraising, stewardship, corporate relations, prospect development, finance, and information technology. The specific internships available for 2019 are described on the next page.

PROGRAM OBJECTIVES

Interns will be given specific projects within their areas and will work with an assigned supervisor and team to gain hands-on experience related to their career goals. By introducing students to the important work we do at UICA, we aim to:

- Promote life-long engagement with the University of Iowa by helping interns recognize, appreciate, and share with others the impact of engagement and philanthropy on the university
- Encourage interns to explore careers and volunteer roles in nonprofit and foundation settings by exposing them to the inner workings of a successful nonprofit and fostering an understanding of the array of work available in nonprofit work environments

SCHEDULE & COMPONENTS

The internship program will run for 11 weeks, from Tuesday, May 28 through Friday, August 9. Interns will earn \$12/hour and are expected to work 32-40 hours per week, according to a schedule determined by the intern and supervisor. Outside commitments such as summer courses may be accommodated on a case-by-case basis. Five days of (unpaid) vacation are permitted during the internship.

In addition to unit-based project work, interns will benefit from several additional program components including:

- Extensive onboarding
- Frequent check-ins with intern cohort
- Educational programming related to fundraising, nonprofit work, professionalism, and job-seeking
- Opportunities to accompany UICA fundraisers as they attend meetings with donors
- Closing reception at which interns share key accomplishments

QUALIFICATIONS

Current University of Iowa student with a strong interest in fundraising or one of the specific fields listed. Preference will be given to current sophomores, juniors, and first-semester seniors; May 2019 graduates may also be considered.

APPLICATION INSTRUCTIONS

Submit a resume, cover letter, and names and contact information of two references through the UICA careers page, www.foriowa.org/careers. If you are interested in an internship in more than one area, please apply separately to each opportunity and describe your relative preferences in your cover letter. Any anticipated summer courses or outside commitments should also be described in the cover letter. **Application Deadline: Friday, February 15**

We anticipate conducting interviews during the first two weeks of March and extending offers by April 1.

Students are welcome to pursue credit if the internship meets the criteria established by their program. Awareness of dates, deadlines, processes, and fees is the student's responsibility.



Health Sciences Regional Gifts Team

The intern will be immersed in two of the most critical functions of the Regional Gifts team—qualification and stewardship. They will work with regional gift officers to develop strategies for finding and qualifying new prospects, resources to streamline meeting preparation, and processes to ensure appropriate stewardship for all major gift donors.

Internal Medicine/Neurosciences Development Team

The intern will have the opportunity to assist the Internal Medicine and Neurosciences fundraising teams with annual stewardship celebrations and special third party event projects including the following: Emeritus faculty luncheon, Terry Wahls Research Fund, Palliative Care 20th Anniversary, FORE MS Golf Outing, Neurology 100 Year Celebration, and more.

UI Stead Family Children's Hospital - Corporate and Community Development

The intern will serve as an extension of the UI Stead Family Children's Hospital Corporate and Community Development Fundraising team by supporting engagement primarily with corporate partners, but also radio partners, dance marathon programs, and third-party events. The intern will lead the execution of Dairy Queen's Miracle Treat Day for our Children's Miracle Network Market.

Main Campus Regional Gifts Team

The intern will reach out through emails and phone calls with the goal of increasing the number of qualification meetings made between the Main Campus Regional Gift Officers and those 15,000+ prospects residing in prospect qualification pools who haven't yet connected with UICA staff in face-to-face meetings.

Tippie College of Business (TCOB) Development Team

The intern will assist with hosting donors to the Gateway Program and calling to schedule dates for named scholarship donors to have lunch with their students in Iowa City. The intern will help with scholarship stewardship for long-time scholarship donors by reaching out to past recipients for updated bios to share. Finally, the intern can help maximize usage of new prospecting tools by working with Prospect Management to pull a report of donors coming to the end of a pledge in 2019 and providing a Top 10 list for each Tippie development officer to connect within the coming year.

College of Liberal Arts and Sciences (CLAS) Development Team

The intern will focus on academic legacy fundraising for the Psychological and Brain Sciences building project. There is interest from the department chair in soliciting academic advisees of former PhD students and faculty who have been luminaries of the discipline. The intern will crosscheck lists and make contact with potential prospects as appropriate.

Corporate and Foundation Relations (CFR)

The intern will be exposed to the philanthropic support channels and priorities of CFR and learn how CFR contributes to the overall productivity within UICA. The intern will learn the overarching mechanisms and process CFR deploys to support our campus partners. He or she will be assigned a research project to uncover new funding opportunities within the health sciences space and will meet with staff who are working to secure Carver College of Medicine scholarships. The goal will be to outline the engagement process to support our UICA and campus partners.

Stewardship

The intern will increase donors' delight with their UI giving experience through custom stewardship, engagement opportunities, and detailed communication. They will work with each stewardship liaison to create a top donor stewardship strategy, work with Events and Stewardship to identify event programs for major donors in the fall, and enhance impact communication through acknowledgments drafted for Lynette and President Harreld as well as other projects.

Prospect Development & Data Management

The intern will work with Prospect Development and Data Mgmt to find and confirm employment information for graduating students and alumni, and will update this information in the fundraising database (BGI) for companies of interest to CFR and Alumni Engagement. The intern will also conduct benchmarking of peer institution best practices for collecting and updating employment information.

Finance

The intern will assist the Finance team with a project to enhance UICA Finance resources, training, and website materials. The intern will develop a project plan with milestones for completion and will work with Finance business units to determine what content needs to be revised, updated or removed and then take prescribed action as directed.

IT - Enterprise Applications

The intern will help the team develop the Constituent Portal web application by writing automated unit tests and test scripts. This will help ensure that the application meets our quality standards while simultaneously reducing the time and risk involved with manually testing code. Ultimately, the intern will gain first-hand programming experience for a strategic project and will directly improve the donor experience by increasing the reliability of the Constituent Portal.

IT – Infrastructure/Security

The intern will help advance UICA IT Security goals. This will include assisting in the development of policies and procedures; assisting with the implementation of newly created security policies on servers, storage, network, database, and security software; and completing the security improvements with designing automation monitoring and auditing of compliance to policies.