

ADVANCEMENT INTERNSHIP PROGRAM – 2020

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, alumni engagement, communications, finance, and data analytics. The specific internships available for 2020 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 by fostering an appreciation of the impact of engagement and philanthropy
- Encourage exploration of careers and volunteer roles in nonprofit and foundation settings by exposing students to the array of work available and the inner workings of a successful nonprofit

SCHEDULE & COMPONENTS

The internship program will run for 10 weeks, from Monday, June 1 through Friday, August 7. 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.

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

- Extensive onboarding/orientation
- Frequent check-ins and team-building meetings for the intern cohort
- Day of service with Habitat for Humanity
- Educational programming related to leadership, fundraising, nonprofit work, professionalism, and career development
- Opportunities to accompany UICA fundraisers as they attend meetings with donors and campus partners (“Ride-alongs”)
- Closing reception at which interns share key accomplishments in a formal symposium-style presentation

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 2020 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 14.** 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.



2020 INTERNSHIP OPENINGS AND UICA STAFF SUPERVISORS

Data Analytics (Data Wrangler): Gokul Murugesan & Nick Teff

The Intern will work on identifying and collecting publicly available data and will be vital in preparation of the raw data to make it “clean” enough to use as inputs for analytical algorithms. The Intern will also analyze, process, organize, audit, and vet data to be stored in temporary or operational data stores for use in downstream analysis. *Computer Science/Business Analytics/Engineering major preferred.*

Data Analytics (Data Engineer): Gokul Murugesan & Nick Teff

The intern will assist with building systems to enable advanced analytics and data-driven business decisions. Specifically, the intern will help build data pipelines and analytics in Microsoft Azure and will explore the possibility of cloud computing and infrastructure to perform big data analytics. *Computer Science/Business Analytics/Engineering major preferred.*

Communications: Nicole Knoll & Katie Linder

The intern will be immersed in all elements of social media strategy and will work with the online communications team, primarily digital marketing strategists and web designers, to complete a peer organization research project that will provide actionable recommendations for new content strategies that the UI Center for Advancement can potentially implement on its social channels. The intern will also help with daily social media tasks, including developing, posting, and reporting on performance for each channel. *Comm./Marketing/Journalism/English major preferred.*

Alumni Engagement (Educational Programs): Lynn Barker

The intern will be immersed in various elements of alumni engagement efforts. They will help lead the development of new UICA programming geared towards supporting and engaging University of Iowa graduating students. The intern will research peer institution best practices, conduct meetings to help identify opportunities for new programs and outreach, execute an event, and develop new strategies for engagement.

Stewardship: Jen Wyatt

The intern will increase donors' delight with their UI giving experience through custom stewardship, engagement opportunities, and personalized communication. They will partner with each stewardship liaison to create a top donor stewardship strategy, work with Events and Stewardship to identify event programs for major donors in Spring 2021, and enhance impact communication through acknowledgments drafted for UICA President Lynette Marshall and President Harreld.

Fundraising for Athletics: Jayne Oswald & Scott Brickman

The intern will focus on two areas: Donor engagement and prospect qualification process. The intern will lead execution of event marketing and communication for the 2020 Hawkeye Football Huddles and I-Club Fall Kickoff Reception, along with assisting with other 2020 Hawkeye Events. The intern will also attend donor meetings and work with an athletics development officer to develop strategies for qualifying major gift prospects.

Fundraising for College of Education: Nicole Evans

The intern will help advance fundraising initiatives for the College of Education development team and will attend occasional donor meetings. They will work with our team to develop strategies for finding and qualifying new prospects, streamlining data collection and entry, and implementing new strategies for appropriate donor stewardship.

Fundraising for Tippie College of Business: Anthony Lehnertz

The intern will be involved in all Business Team meetings and occasional ride-along donor visits. The intern will also assist with hosting donors to the Gateway Program and calling to confirm interest from named scholarship donors to have lunch with their recipients during the 2020-21 school year. The intern will help with scholarship stewardship for long-time scholarship donors by reaching out to past recipients for updated bios. Finally, the intern will help maximize usage of big data prospecting tools by creating a list of the top 5-10 new prospects for each of the Tippie fundraisers.

Fundraising for UI Libraries: Katharine Lasansky

The intern will be involved in identification and stewardship of UI Libraries donors. Primary work will be focused on collaborating with UI Libraries Development Officers to identify and qualify new prospects. The intern will also work on special projects focused on stewarding UI Libraries donors. The Intern will also have the opportunity to participate in donor visits with UI Libraries Development Staff and be involved in other special projects.

Fundraising for UI Stead Family Children's Hospital (Corporate and Community Development): Andrea Chambers

The intern will have the opportunity to serve as an extension of the UI Stead Family Children's Hospital Corporate and Community Development fundraising team for the duration of the internship. They will help engage primarily with corporate partners, but also radio partners, dance marathon programs, and third-party events, and will lead the execution of Dairy Queen's Miracle Treat Day for our Children's Miracle Network Market.

Fundraising for Internal Medicine/Cancer Center: Megan Rife & Madeline Kerr

The intern will be immersed in all elements of donor engagement—qualification, cultivation, solicitation and stewardship—and will have the opportunity to attend donor meetings. The intern will work with the Internal Medicine and Cancer Center team to assist with specialized donor events for two of our unit areas, providing opportunity to build interpersonal skills while engaging and celebrating our donors and their impact at Iowa.

Fundraising for Health Sciences Regional Gifts: Sydney Olson

The intern will be immersed in two of the most critical functions of the team: prospect identification and trip preparation. They will work with regional gifts officers, prospect management analysts, and advancement assistants to develop prioritized lists of alumni most likely to accept a meeting request and consider a major gift, and create personalized outreach emails to top prospects in each territory outside the Midwest.