

Children's Mercy Department of Philanthropy

Unpaid Internship Program

DESCRIPTION: Children's Mercy provides an excellent learning environment for those interested in a career in philanthropy. Each quarter, Children's Mercy offers a meaningful opportunity for college students or college graduates to enhance their nonprofit education and experience with a top Philanthropy team at a premier nonprofit through an unpaid internship. Selected interns will gain exposure to a specific area within philanthropy through observational experiences and project-based work and receive guidance from experienced nonprofit leaders.

Each internship will include 4-6 potential projects from which the successful candidate will select 2-3 projects they feel best meets their educational and experiential objectives. To complement their project work, interns will have the opportunity to attend department or team meetings and shadow select positions to increase their exposure to various roles within philanthropy. Depending on a student's course requirements, the internship may qualify for class credit or community service credit if your institution allows.

**Alternately, a Shadow Day is offered twice a year for students interested in a less intensive and broader exposure to philanthropy.*

AREAS OF FOCUS: 1-2 unpaid internships from the following areas will be offered each quarter. Each quarter's focus area(s) will be determined at least two months prior to the start date according to the timeline indicated below.

- Volunteer & Guest Services
- Gift Solicitation (Individual, Corporate, Foundation, Planned)
- Communications
- Events
- Prospect Management

QUALIFICATIONS: Applicants must have a high school diploma, at least 30 hours of post-secondary education, demonstrated experience in philanthropy and a passion for the mission of Children's Mercy.

REQUIREMENTS: Successful candidates will be on-boarded as a Children's Mercy volunteer which includes a background check, completion of a health form and a flu vaccination for Fall, Winter Break and Spring internships.

Additionally, a weekly schedule that is a minimum of 8 hours per week will be determined by the internship supervisor. Interns will be asked for feedback on the program during, and at the conclusion of, the internship. Interns must demonstrate reliability and professionalism and may not have more than one unexcused absence.

HOW TO APPLY: Submit the Philanthropy Internship Application and your resume to giving@cmh.edu by the deadline indicated for the respective quarter for which you're applying.

Candidates advancing in the application process will be interviewed in person or via phone or video conference and may be asked to submit references, additional information and/or work samples. The successful candidate will be notified, required to complete the Children's Mercy health history form, then attend the volunteer orientation.

TIMEFRAME: Internships will be offered throughout the year at the following approximate intervals:

Session	General Timeframe	Application Deadline	Successful Applicant(s) Selected
Fall	Labor Day through Thanksgiving	July 6	July 31
Winter Break	Mid-December through mid-January	November 1	Thanksgiving
Spring	February, March and April	December 1	January 5
Summer	June and July	April 10	May 1

QUESTIONS: Please contact us at 816-346-1300 or giving@cmh.edu with questions or to learn more.

Children's Mercy Department of Philanthropy Internship Program Application

Please submit to giving@cmh.edu (1) your RESUME, and (2) this APPLICATION by the deadline below:

Session	General Timeframe	Application Deadline	Successful Applicant(s) Selected
Fall	Labor Day through Thanksgiving	July 6	July 31
Winter Break	Mid-December through mid-January	November 1	Thanksgiving
Spring	February, March and April	December 1	January 5
Summer	June and July	April 10	May 1

CONTACT INFORMATION

Name _____ Date _____

Email _____ Cell _____

Home Address _____

City, State Zip _____

SCHOOL INFORMATION

What is your *current* collegiate status? Graduate Senior Junior Sophomore Freshman

College _____ Major _____

Do you intend to receive course credit for this internship? Yes Unsure No

INTERNSHIP INFORMATION

I am applying for an internship
in the following focus area(s):

- Volunteer & Guest Services
- Gift Solicitation
- Communications
- Events
- Prospect Management

For which session are you applying:

- Fall
- Winter Break
- Spring
- Summer

Why do you want a philanthropy internship at Children's Mercy?

Please describe the educational and/or experiential goals you hope to achieve through this internship:

How did you learn about this internship?