



## Development + Event Planning Intern

**Job Type:** Part-time (10-15 hrs/week), for school credit only

**Our Mission:** to engage and develop inner-city Austin youth athletically, academically and spiritually, empowering them to lead the transformation of their communities. We leverage baseball, softball, and Christian-based mentoring to achieve this mission.

**Our Vision:** a transformed East Austin community in which every child has a qualified mentor; access to thriving schools, athletic programs, and churches; and a pathway to lifelong success.

### About RBI Austin

RBI Austin, an affiliate of Major League Baseball's Reviving Baseball in Inner Cities program, is a nonprofit organization in Austin, Texas providing baseball and softball leagues, clinics, and Bible-based mentoring to underserved youth and communities. More information at [www.rbiaustin.org](http://www.rbiaustin.org).

### Responsibilities

The RBI Development + Event Planning Intern will gain skills in the following areas:

#### *Event Planning (60%)*

- Grow in executing and coordinating events for the Development team, including fundraising and donor appreciation parties, a baseball/softball clinic for RBI Austin participants, and Now at Bat, RBI Austin's annual benefit
- Assist in administration of events, including registration and project management, including communications, data collection, and post-event surveys.
- Contribute to RBI Austin's fundraising goals by soliciting sponsorships and silent auction donations for Now at Bat.
- Support and equip development team members with various duties to ensure that events occur seamlessly

#### *Development (40%)*

- Assist the Development Coordinator with donor fulfillment (gift acknowledgements, thank you calls and cards, reports)
- Research fundraising platforms, with a focus on mobile giving, and make recommendations to the Development Team.
- Evaluate RBI Austin's Development Plan and make recommendations for engaging organizations volunteers in giving
- Comply with RBI Austin confidentiality and privacy policies



- Contribute to any team goals that require all hands on deck and support RBI Austin's mission

## Expectations

- Regular communication with RBI Austin supervisor and staff
  - Attendance at the following:
    - Weekly RBI Austin staff meeting\* (Mondays, 1pm)
    - Required Development events
  - Internship hours: Flexible
- \*Will work with school schedule

## About You

RBI Austin is looking for a Development + Event Planning Intern to join our team. We're seeking a candidate who possesses the characteristics and qualifications below:

- **A self-starting, team player:** You are an others-minded, self-starter who is comfortable with both taking initiative and working in collaboration. You are able to work on a team toward specific goals in a mutually edifying and supportive manner.
- **A teachable learner:** You maintain a teachable and open attitude, have a desire to learn, and display a willingness to try new things.
- **A strong communicator:** You enjoy people and understand that successfully working on a team requires communication, communication, communication.
- **A flexible attitude (and schedule):** You are above no task, take plan changes in stride, and have the ability to work nights or weekends for an event.

**Join our team!** Interested in applying? Email [internships@rbiaustin.org](mailto:internships@rbiaustin.org) for more information to begin the application process.