



Fundraising/Public Relations Unit Internship Description

Massachusetts Adoption Resource Exchange, Inc.
45 Franklin Street, 5th floor Boston, MA 02110-1301
617-54-ADOPT (617-542-3678) or 1-800-882-1176 Fax: 617-542-1006
Web site: www.mareinc.org

The MARE Mission

MARE exists to find a “place to call **HOME**” for children in foster care, including sibling groups and children who are traditionally harder to place. We do this by recruiting, educating, supporting and advocating for **FAMILIES** throughout the adoption process.

The Agency

MARE is a private, non-profit human service agency that works with both public and private adoption agencies to find permanent families for children in foster care awaiting adoption. MARE has a committed and energetic staff of 12; the environment is friendly, hard working and can be fast-paced.

MARE Fundraising

MARE employs a variety of programs to raise funds to support the recruitment of interested families. The 2007 Fundraising program includes an Annual Campaign, Fundraising events including a golf tournament and the 50th Anniversary Celebration & auctions, the Car Donation Program, and grant and sponsorship research and writing.

The Internship

Fundraising/Public Relations Unit interns can work on but are not limited to, the following tasks:

- Maintain and update MARE’s DonorPerfect fundraising database.
- Maintain and update MARE’s foundation grants records, including schedules for deliverables and application renewals.
- Research and document prospective funding sources including foundations, potential sponsors, grants, and other potential donors of cash, materials, and/or services.
- Assist with fundraising and publicity campaigns: solicitations, sponsor relations, press releases, public service announcements, follow-up calls, preparation of solicitation and press packets, etc.
- Assist with coordination, record-keeping, and promotion of the Car Donation Program.
- Assist with coordination of sponsor relations: ensure sponsors receive timely notice and provide their event-related ads, logos, guest lists, etc., in time to gain all benefits due.
- Design posters, flyers, invitations, thank you cards, etc.
- Track and compile fundraising and/or media statistics
- Track and organize auction donations, and prepare bid-sheets and other auction materials.
- Write fundraising-related articles for *EXCHANGE NEWS*, the MARE newsletter
- Attend staff meetings

- Assist with general mailings
- Other tasks as assigned.

Qualifications, Hours and Compensation

Fundraising/Communications unit interns should be college juniors or seniors, studying marketing, business, public administration, non-profit management, public relations, communications, or a related field. Social Work and Human Services students will be accepted if they have an interest in fundraising and marketing communications. **This internship is an administrative position which does not include direct service to children.** Occasionally, sophomores will be accepted after careful review of writing samples and an interview. Successful candidates will have the following qualities and skills:

- Energetic
- Organized, with a sharp attention to detail and accuracy
- Excellent Interpersonal & Writing Skills
- Excellent telephone skills, including phone research to determine correct contact for solicitation
- Results-oriented
- Proficient in Microsoft Office (Word, Excel, Access, Power Point)
- Knowledge of DonorPerfect, Adobe InDesign and PhotoShop is a plus

The Fundraising/Public Relations unit intern will work a minimum of 10 hours per week, but no more than 20 hours per week. Internships generally last 12 weeks, but students are welcome to stay longer. Internships are available throughout the calendar year.

Interns are not paid, but where college credit is available for internships, that can be arranged and the agency will meet all school requirements. Additionally, because these internships are unpaid, we make sure that the interns gain meaningful experience in their positions and attempt to gear them to a student's interests as much as possible.

Location/Directions

MARE is conveniently located at 45 Franklin Street in Boston, which is at Downtown Crossing, directly behind Filene's. It can be accessed from any subway line. The following stations are all within three blocks of the agency, or closer: Park Street (Green & Red lines), Downtown Crossing (Orange & Red lines), and State Street (Orange & Blue lines). Numerous buses and express buses also stop in the area.

To Find Out More About Internship Opportunities at MARE

If you would like more information, or want to arrange an interview, please call **Janice Halpern**, Director of Public Relations & Fundraising, at 617-572-3678 x113 or 1-800-882-1176. You may also send inquiries via e-mail to janiceh@mareinc.org.