



Leadership in Higher Education

Case Western Reserve University Intern

Department: Flora Stone Mather Center for Women
Administrator: Dorothy C. Miller, D.S.W.

Title of Internship: Development and Community Relations Intern

Development and Community Relations Internship Description

Position Description:

The over-arching goal of the internship is to develop a long-range plan-system for communication and resource development for the Center for Women. The intern will become very familiar with the Center's mission, vision, goals, and programming to guide the development of the long-range plan.

Major Internship Responsibilities:

Community Relations and Prospect Development

- Identify Center constituencies who have connections to the Center for Women
- Research and recommend prospective constituencies for the Center
- Conceptualize categories for organizing this information

Communications

- Work with the Center's Community Advisory Board and representatives of constituencies on and off campus as part of the long-range development planning process
- Develop a communications plan, determining strategies, approaches and timing for optimal communication with constituents.

Information System

- Conduct research on the use of donor software and database management at other academic women's centers nationwide. Assist the Director in comparisons.
- Within the long-range plan, develop methods of tracking donor levels and donor information, constituency categories and information.

Center Participation

- The Center administers a variety of programs designed for women faculty, staff or students. The intern will be able to choose one of the following programs in which to gain leadership experience through participation:

- Women of Achievement Luncheon [faculty]; International Women’s Group [graduate students]; Women Staff Leadership Development Initiative [staff]; Web site development for the Women Faculty Leadership Development Institute [faculty]; Community Advisory Board projects [community, alumnae]
- She or he would also represent the Center for Women on a campus-wide committee, according to interest.
- The intern will also be able to sit in on various program planning meetings and to accompany staff members to a variety of campus-wide committee meetings.

Grant Writing and Review

- Participate in researching potential grant opportunities for a CFW program and writing at least one grant proposal, gathering the relevant information and support, and following through with all requirements

Preferred Background or Skills:

- Computer skills, especially database and spreadsheets preferred
- Work experience as a staff member in higher education
- Some familiarity with the purpose and mechanisms of fund-raising

Special Considerations:

1. Student contact, except with office interns (or the International Women’s Group, if chosen), will be minimal
2. We cannot provide a dedicated office. The intern will have a desk and computer, both of which will be shared with someone who works the “other” 20 hours per week, and which are located in the Center, which has several workstations and a lounge in the center. However, some of the work involved can be done online and won’t require an office presence.

Special Hours:

Some night meetings

Unusual Tasks (that might require physical exertion, for example):

Must be willing to “chip in” occasionally with some everyday office tasks, such as answering the phone, making photocopies, and preparing materials (name tags, sign-up sheets, etc.) for meetings.

Required Travel:

None