
Advancement

Idle-Hour Ranch Internship Program

Summary:

Advancement Interns will work side by side with IHR Management on a variety of tasks, assisting with research and organizational activities, networking with local businesses and entrepreneurs, partnership development, and general development support to assist IHR in its campaigns for conservation and growth.

Responsibilities:

- Conduct research on potential individual, corporate, and foundation donors and their philanthropic activities.
- Draft briefing materials, proposals and reports
- Prepare PowerPoint presentations and edit a variety of correspondence and other documents
- Assist IHR Management with networking programs
- Assist IHR Management in developing sponsorships and other partnerships
- Assist IHR Management with grant proposals and follow up

Requirements

- 18 years or older
- Negative TB test results (from 9 months or less prior to internship)
- Proof of Tetanus vaccination within past 5 years
- Be able to work a minimum of 5 consecutive hours
- Student in related field of study such as fund-raising, communications and marketing, science communications
- Strong written, verbal, and interpersonal skills
- Ability to work independently, quickly and under pressure
- Ability to follow all instructions, verbal and written
- Detail-oriented thinking
- Excellent people skills
- Proficient in Microsoft Office and internet searches
- Ability to balance multiple responsibilities
- Adhere to ethical and confidential codes
- Ability to sit or stand for more than 30 minutes at a time
- No allergies that will interfere with working around animals or outdoors
- An appreciation for informal, lifelong learning in agreement with Idle-Hour Ranch's mission and commitment to education and conservation

Candidates

IHR is looking for hard working, motivated interns with outgoing personalities that desire hands-on experience in Advancement fields of study. Applicants must be dependable, confident under pressure, friendly, good with people, detail-oriented, well organized, and high energy. Preferred candidates are those who are knowledgeable in their field of study, are eager to learn, understand the value of flexibility in the workplace, have a positive attitude under pressure, enjoy working in a team setting, and have a strong interest in promoting the mission and vision of IHR, in addition to conservation and education. Candidates will need access to their own tablet or laptop. Applicants may be working with, or around, animals during their internship.

Availability: Limited

Currently Summer & Fall Semesters only

Time Commitment:

Minimum of 20 hours per week

During standard business hours

Friday, Saturday, Sunday 10:00a – 7:00p

Select weekday hours may be available

To Apply:

Summer Semester 2015

- April 2 – applications due
- April 26 – students notified
- May 24 – semester begins
- August 31 – semester ends

Fall Semester 2015

- July 4 – applications due
- July 26 – students notified
- August 23 – semester begins
- November 30 – semester ends

Send completed application packet to:

Idle-Hour Ranch Internship

4845 Fenner Rd.

Troy, OH 45373

Application Packet:

- Resume**
- Letter of Recommendation** – from your advisor, professor, or university
- Requirements for Credit** – If you are seeking credit please include a copy of the requirements for credit, and a letter from your advisor verifying that you will be receiving credit
- Signed Release**
- Signed Disclaimer**
- Negative TB test results** (performed within 9 months of internship start date)
- Proof of Tetanus vaccination** (from within the past 5 years)
- Essay** – A one page essay answering the following questions:
 - Why are you interested in this internship?
 - What are your expectations for this internship?
 - What makes you qualified for this internship?
 - What skills can you bring to IHR?

Direct questions to: Brittany Michelle at

IHRtheplacetobe@gmail.com