



LOYOLA
UNIVERSITY CHICAGO



Delta Institute-Loyola IES Internship Program

Delta Institute-Loyola IES Internship Program Description:

One internship position will be available for the Spring 2020 semester at the Delta Institute. The student will work a **minimum of 10 hours per week for the semester** at a rate of \$13 per hour for up to a maximum of \$2,000 per semester. If the student is an excellent intern for the Delta Institute, and desires to stay on longer in order to advance the project they are working on, they are eligible to apply for a one-time extension of their internship. The projects and/or case(s) on which the student will assist are determined by the Delta Institute, and are subject to change depending on their level of urgency and importance. The student is expected to develop a work schedule that allows the Delta Institute to know when they can rely on the student intern being present. The student can take the internship for Experiential Learning/Internship credit, and both the Delta Institute staff and the IES Associate Dean for Academic Affairs will be involved in drafting expectations for course credit and conducting assessments of the student's progress.

Students who were accepted for this internship in previous semesters are not eligible to apply.

IMPORTANT! Since this internship is funded by Loyola University and hours are logged in KRONOS, the total number of weekly hours cannot exceed 19.5 hours for all Loyola positions combined.

Application and Selection Process:

To be considered for this position, **students will submit a 1-page resume which should include pertinent courses and experiences, and a 1-page statement of purpose which outlines what they hope to do with their career, and how this internship could help them advance their goals and enrich their Loyola experience. Please combine the resume and statement of purpose into one PDF document prior to submitting it.** Students submit these materials to Ms. Eniko Racz (eracz@luc.edu) by January 20, 2020. The applications will be reviewed by a committee of Delta Institute and IES faculty/staff, and one candidate will be selected.

Spring 2020 Delta Institute -IES Internship opportunities:

Delta Institute is a nonprofit organization formed in 1998 that collaborates with communities to solve complex environmental challenges across the Midwest. We envision a region in which all communities and landscapes thrive through an integrated approach to environmental, economic, and social challenges. Working with our partners, we identify opportunities for market-based environmental solutions and design, test, and share on-the-ground solutions that yield social, environmental, and economic benefits for communities. You can learn more about Delta Institute at www.delta-institute.org

Delta Institute offers its interns a unique, hands on learning experience in a fast-paced nonprofit environment. Development and Communications interns will have the opportunity to contribute to Delta's external relations efforts and gain valuable real-world nonprofit development and communications experience. This internship will

cultivate skills and first-hand experience in revenue development, public relations, data management, and external marketing that are critical for leadership positions in nonprofit organizations and private business ventures alike. Interns will work in collaboration with Delta's diverse and experienced staff to help create and implement innovative, market-driven solutions that build environmental resilience, economic vitality, and healthy communities.

Each intern is supported by three designated staff contacts to ensure an educational internship filled with skill building and real-world experience. The Senior Specialist, Development will serve as the intern supervisor, with two colleague mentors.

Depending on the specifics of the individual intern, interns provide a variety of different services in areas like donor prospecting, writing and content for digital marketing, supporting events, data management, grant research, and project communications. Delta values the diverse perspectives our interns bring to our work, and interns are invited to our staff meetings and any relevant project meetings during their internship.

At the end of the internship, interns conduct a presentation to staff highlighting their accomplishments.

We are looking for a motivated, independent professional with strong writing skills and a passion for environmental sustainability. The intern must be well organized, eager to learn, able to commit to a regular schedule, and able to communicate clearly and frequently with his or her Supervisor.

SAMPLE DEVELOPMENT AND COMMUNICATIONS INTERN WORKPLAN

Prospecting and fundraising

- Acquire skills and knowledge on identifying and qualifying prospects/leads
- Develop fundraising appeals and evaluate their performance using best practices in philanthropy
- Systematize a process for identifying governmental funding opportunities
- Assist in overseeing the data integrity of Delta's donor database system
- Work toward writing a proposal/case for support on behalf of Delta

General communications support

- Develop and schedule digital content for Delta's multichannel marketing (social media, email, etc.)
- Help manage the website's content, updates, analytics, and lead generation
- Help identify and collect stories to showcase the impact being made by Delta
- Collect and understand the metrics of Delta's social media, website, and e-newsletter

Event management

- Help plan and organizing upcoming events

Project communications and design support

- Work with project staff to review and format reports, proposals, and communications deliverables and draft project descriptions for the website

Intern Deliverables

- Grant prospect profiles
- Data reports, queries, and related analysis
- Digital media posts (social media and/or email campaigns)
- Final grant proposal and/or case for support