



MedEvac Foundation International Development Internship

The MedEvac Foundation International is an international non-profit 501C (3) charitable organization headquartered in the Washington, DC area. The Foundation helps the Association of Air Medical Services (AAMS) represent the Air Medical and the Critical Care Ground Transport Industry. Since 2005, the MedEvac Foundation International has supported research, education, and outreach programs that enhance the industry's ability to provide quality medical care and provide safe and effective air and ground medical transportation for every patient in-need. We fund programs and charitable activities that support AAMS' members and their families, who serve their communities with pride and commitment and provide life-saving services throughout the United States and around the world.

Duties & Responsibilities

Marketing

- Promoting our fundraisers both big (Silent Auction and Donor Reception and Taking Care of Our Own Tour) and small (Giving Tuesday, End of the Year Appeals) through social media, email and direct mail campaigns.
- Brainstorming and executing the production of new marketing materials such as "Leave Behind" one page information sheets for each of our programs.
- Repackaging the wording of our research, grant, and scholarship opportunities into more relatable language.

Fundraising

- Researching grant and funding opportunities using Foundation Center subscription
- Creating standard grant LOI packet with basic MedEvac Foundation information.
- Meeting request emails and calls on behalf of the Development Director and CEO
- Brainstorm and execute new and creative donor thank yous / stewardship campaigns.
- Prepare Board Thank You Call lists and Thank you Note Lists / track and record outreach
- Opportunity to learn fundraising software; a very marketable skill.

Events

- Supporting staff with the logistics of arranging special events i.e. silent auction, donor reception during the Air Medical Transport Conference (AMTC), currently scheduled for November in Nashville. There is a possibility you could attend with expenses paid by the Foundation
- Brainstorm creative silent auction items and aid in the solicitation of these donations.

Qualifications

- Have strong written and verbal communication skills.
- Show ability to prioritize and demonstrate good time and project management skills.
- Possess strong written skills, solid interpersonal skills and ability to work within a team
- Creative and detail oriented.

- Dedication; as this position is unpaid but a successful intern will reap the rewards of a detailed resume entry and assistance with job placement, recommendations and networking by the senior staff and board
- Must be proficient in Microsoft Office & basic social media and IT skills.
- Must be proficient in English: speaking and writing.
- If you are receiving credit from your college or school we are happy to work with your professor to fulfill any and all academic requirements.

Send resume and cover letter to:

Jared Hughes

Director of Development

jhughes@medevacfoundation.org

no calls please