The Village at Marymount

Development Position

The Village at Marymount is a ministry of the Sisters of St. Joseph of the Third Order of St. Francis. The Village at Marymount provides assisted living, skilled nursing, rehabilitation, memory care, hospice, and respite care to individuals and caregivers who seek a Catholic-based care facility with a commitment to healthy living. Residents experience innovative programs and services, provided by compassionate and competent staff members, designed to keep them living life to the fullest. And with direct access to Cleveland Clinic Marymount Hospital, residents and caregivers are assured peace of mind that their care needs will be met.

Development Position Overview

The development position aims to enhance students' understanding and experience within the realm of nonprofit healthcare fund development and grant writing while striving toward mission fulfillment for The Village at Marymount.

Tasks: Network cultivation, donor database work, grant research, grant writing, trend analysis, presentation preparation, social media assistance, special event support, and other tasks as assigned

Ideal Candidate Qualities: College-level student, detail-oriented, intermediate experience with Microsoft Office programs, basic database management experience, strong writing skills, ability to work in a team or on own

Benefits to Student: Gain real world experience collaborating with nonprofit professionals, grow professional network, hone development skills and gain experience for resume building, access grant writing databases, contribute to annual campaign efforts, attend committee meetings, participate in special speaker sessions, possibility of letter of recommendation after successful completion of program

Special Speaker Sessions: Held several times throughout each fellowship, these sessions bring together nonprofit professionals and students to discuss sector trends and educational topics.

Development Presentation: At the end of the fellowship, each student, or team of students, will present major findings from throughout their fellowship to the staff of The Village at Marymount. This will aid staff in future research and gain new funding opportunities. Interns will have a lasting impact on the organization.

Hours: During office hours, specific hours dependent upon education institution requirements and supervisor schedule. Hours must be fulfilled on site, with flexibility to be determined on a student-by-student basis.

Works Primarily With: Major Gift Officer and Director of Media & Donor Relations/Customer Satisfaction

Supervision: Reports to, and is scheduled by, the Director of Media & Donor Relations/Customer Satisfaction

Organizational Requirements: physical/drug screen within 30 days prior or start date, background check, 2-step mantoux test, orientation