



Internship Opportunity

Fundraising and Education Support with a Nonprofit School for Children with Learning Differences

Are you passionate about making an impact in the lives of children with learning differences? Our nonprofit school is seeking motivated and compassionate interns to join our team. As an intern, you'll have the opportunity to assist in fundraising efforts and provide support to educators, all while gaining valuable experience in nonprofit management and special education.

Position: Renner Academy Internship

Location: Renner Academy, 6134 Imperial Loop Drive College Station, TX 77845 + remote and mobile tasks available

Duration: Spring 2025 semester with potential future opportunities

Internship Opportunities:

- **Fundraising & Event Support:** Assist with planning, organizing, and executing fundraising events, including our annual gala. Help coordinate logistics, create promotional materials, and engage with donors and volunteers. (more information on this below)
- **Educational Assistance:** Work alongside our dedicated educators to support classroom activities, help with lesson implementation, and provide individual assistance to students as needed.
- **Community Outreach:** Support efforts to engage with the local community, raise awareness about our mission, and help with social media campaigns to promote events and initiatives.
- **Administrative Support:** Assist with general administrative tasks, such as data entry, research, and preparing reports for donors and stakeholders.

Qualifications:

- Passion for education and supporting children with learning differences.
- Strong organizational skills and attention to detail.
- Ability to work both independently and collaboratively.
- Excellent communication skills, both written and verbal.
- Prior experience in fundraising, event planning, or working with children (preferred but not required).

Benefits:

- Gain hands-on experience in nonprofit operations and specialized education.
- Opportunity to make a meaningful impact in the lives of children with learning differences.
- Letters of recommendation and references upon successful completion of the internship.
- Flexible hours and the potential for college credit (if applicable).



How to Apply: Please send your resume and a brief cover letter outlining which internship opportunity in which you would be interested. You may choose one, a couple or all. Please email your resume and cover letter to the Renner Academy Managing Director, Jodi Renner Asante, at jodi@renneracademy.org.

If you are interested in the Fundraising & Event Support the following are specific responsibilities for our annual fundraising event. If you have any questions about the gala, please email the Renner Academy Fundraising Director, Casey Mallett, at casey@renneracademy.org.

Gala Support Needs

Before

- Assemble folders of marketing materials and information sheets for RA and the gala
- Deliver marketing materials to local businesses in search of sponsorship and/or donations in the form of auctionable items or experiences
- Distribute gala posters to local businesses who may be willing to put in their window or on their wall
- Digital creation of promotional and/or testimonial posters and videos to be displayed during the event
- Creation of auction item displays and information sheets
- Enlist willing community service members to assist on the night of the event
- Weekly check-ins with the team virtual or in-person

Gala Day

- Check guests in upon arrival
- Help with setting up tables and decorations
- Help with cleaning up after the event
- Assist donors and buyers with their purchase and receipt of auction items

March 2nd - May 2nd

- Assist with thank you notes
- Digital creation of promotional materials, social media posts, and/or videos for open enrollment beginning April 1, 2025
- Digital creation of videos and/or social media posts from gala night
- Distribute promotional materials to businesses designed for children such as preschools, play places, and pediatrician offices