



PROSPECT RESEARCH INTERNSHIP

Description:

As the Los Angeles Orthopaedic Hospital (LAOH) approaches its Centennial Celebration, we are looking forward to the opportunity to reengage members of the LAOH family including past patients, families of patients, volunteers, medical staff and donors. Accordingly, we are looking for a Prospect Research Intern who will accomplish two tasks for this project:

- a) Utilizing lists of names from Donor Walls, the Foundation database and lists compiled over the years, perform research on these individuals and their families
- b) Following the research, contact donors to execute interviews, capture stories and invite to participate in Centennial Celebration

Benefits:

Interns, in exchange for a minimum commitment of 20 hours a week for 3 months, will receive college credit, on the job training and experience working in Non Profit Administration, Public Relations, Financial Development and Community Outreach. Interns are expected to be eager to participate in all aspects of their department in addition to seeing their project to completion; this includes database maintenance, public relations, writing, event assistance and mailings. Interns will meet twice a month with a Volunteer Coordinator or Project Manager to review project goals, progress and challenges.

Responsibilities:

- Utilize public and published online resources, proprietary databases and the LAOHF databases to perform research;
- Verify the accuracy of the data as needed by cross checking source documents;
- Utilize research in the maintenance of database including the data entry into LAOHF database of research;
- Compile and prepare research for donor/prospect profiles summarizing information gathered to generate prospects for major gifts;
- Identify new potential donors through affinity searching and by data mining the database;
- Ensure the contact information of the LAOH family is up to date;
- Create a standardized set of interview parameters;
- Research and get in contact with donors to reengage in honor of the centennial celebration of the hospital;
- Conduct interviews with donors, previous patients and their family members and past doctors; and
- Working with the Director of PR, will work to create unique and imaginative materials with the quotes and stories including but not limited to online content, videos and one sheets

Requirements:

- Degree or interest in non-profit management;
- Strong computer skills including high level of comfort with the internet;
- Knowledge of MS Word and MS Excel required;
- Bilingual in Spanish preferred;
- Enjoys research and has an innate sense of curiosity;
- Excellence organizational skills with exceptional attention to accuracy and detail;
- Ability to work independently with limited supervision;
- Willingness to learn about the process of fundraising, including data management and analysis;
- Sensitivity to the unique nature of interacting with past patients and their family members;
- Ability to maintain confidentiality and conduct ethical research;
- Ability to provide documentation of a recent TB test result (from within the last 90 days). If you have not fulfilled this requirement, the Volunteer Department will arrange for you to receive a TB test through our Urgent Care Department at no charge to you. If you prefer, you may see your own primary care provider but the cost is then your responsibility; and
- All volunteers must attend an orientation and training session where you will learn the history and mission statement of Orthopaedic Hospital, get important information about Fire Safety, Patient Confidentiality, and Infection Control

About Los Angeles Orthopaedic Hospital

Recognized as an international leader, Los Angeles Orthopaedic Hospital provides exceptional orthopaedic patient care, trains tomorrow's health care professionals and conducts breakthrough musculoskeletal research. Since 1911, Los Angeles Orthopaedic Hospital has been helping children with orthopaedic conditions lead healthy, active lives - improving their quality of life, regardless of their family's ability to pay. Los Angeles Orthopaedic Hospital proudly continues our almost century-long commitment to excellence in orthopaedic patient care, research and education