

# RICE CONSULTING

Fundraising, strategy & media design that will transform  
your approach to campaigning as a Democrat

17 West Courtland Street, Suite 210, Bel Air, Maryland 21014

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## Rice Consulting Intern Job Description Summer 2017

### Political Consulting/Fundraising Trainee

**Field:** Political Fundraising and Strategic Outreach; Non-Profit Fundraising

**Start Date:** May-Early June

**Hours:** 5 days/week, M-F, occasional weekend and evening events

**Stipend:** \$8-\$10/hour, based on experience

**Description:** Rice Consulting is a political consulting firm offering both fundraising services and general strategic advice to Democratic candidates across the state of Maryland. We also work with several non-profit clients, including the Humane Society of Harford County and the Bel Air Downtown Alliance, managing fundraising and membership.

**Responsibilities:** *Helping execute fundraising events*

- Making follow-up calls
- Assisting with client fundraising calls
- Attending events
- Assisting with registration

*Helping maintain client fundraising databases*

- Entering contributions
- Researching and adding or updating donor contact information

*Completing general office tasks*

- General office errands: post office, bank, office supply store, hardware store
- Answering phone, interacting with donors

Rice Consulting Intern Job Description  
Updated 2017.02.22

In addition to the responsibilities outlined above, the internship will offer a broad introduction to the profession of political consulting. Rice Consulting staff, with political experience dating to 1992, will offer training about the goals, principles, laws, and mechanics of consulting, how consulting fits into the broader political landscape, and how one goes about becoming a consultant.

**Qualifications:** Political Science major preferred but not required.  
An interest in politics with a desire to learn about political fundraising and strategy.  
Excellent organizational and interpersonal skills.  
Keen attention to detail and ability to focus on tasks.

**Application:** We are currently accepting applications for Summer 2017. Send cover letter, resume, and two references to:

Mandy Bittner - Intern Coordinator  
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Bel Air, MD 21014  
P: 410-838-6355  
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**ADA:** In compliance with the American Disabilities Act (1990), physical demands are as follows:

- Sit for long periods of time
- Use hands to finger, handle, or feel
- Reach with hands and arms
- Talk and hear regularly
- Lift and/or move up to 10 lbs and occasionally lift and/or move up to 25 lbs
- Close vision of computer screen

**Other:** Rice Consulting is located in Harford County, Maryland (66 miles northeast of Washington, D.C., 32 miles northeast of Baltimore) and is an animal-friendly office (Augie, the office dog, works every day).

Interested parties must have reliable transportation.

This internship can be creditworthy depending on institutional requirements.