



Princeton  
Internships in  
Civic  
Service

## PICS 2010 Internship Description

**Organization Name:** St. Andrew's Charitable Foundation (STACF), a wholly owned subsidiary of St. Andrew's Resources for Seniors System (STARSS).

**Internship Location:** 6633 Delmar Blvd. St. Louis, MO 63130 (the Loop neighborhood)

**Required Dates:** Yes  No  If yes, internship must start on: \_\_\_\_\_ and end on \_\_\_\_\_ or must include the period:

**Housing Will Be Available to Intern:** Yes  No  If yes, housing will be free:  or housing will cost the student:

### **Expected working schedule for this internship:**

Start Time: 8:30am      End Time: 5:00pm      possible occasional evening or weekend hours  
Lunch break: 30 mins. (duration)      (specific time, if applicable)

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

### Organization Description

*Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.*

St. Andrew's Resources for Seniors System (STARSS) is a leading provider of services, support and programs for seniors and their caregivers throughout the St. Louis metropolitan area. Founded in 1961, St. Andrew's mission is to **empower elders and their caregivers through choices and options that foster a vital life** with a vision of **a society where all elders are respected, productive, secure and fulfilled**. Each year, St. Andrew's serves over 5,000 older adults in the St. Louis region.

We empower seniors and caregivers by providing choices and options that foster a vital life.

- **Home and Community Based Services:** Through its comprehensive in-home care services, St. Andrew's helps seniors stay safe and independent.
- **Residential Communities:** We operate 22 communities throughout the area. These include independent living, assisted living and skilled care facilities. Financial arrangements range from full cost/private pay, to quality, subsidized low-income housing.
- **Spiritual Outreach Ministry:** St. Andrew's enriches the lives of the homebound and those within St. Andrew's senior communities through spiritual connection and support.

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)



## Princeton Internships in Civic Service

- **Support for Families:** St. Andrew's provides support and guidance for families often overwhelmed by the challenge of caring for an older person.
- **Management and Consulting:** St. Andrew's assists other organization to accomplish their mission to elders by assisting them with management services and consulting on projects or development of new communities or services

An intern will provide us the capacity to spend time on needed planning and projects that our lean staff is unable to fit into their daily activities. Use of an intern will bring a fresh, objective viewpoint by a highly educated future executive.

### Internship Description

*Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.*

The STACF is the fundraising arm for the St. Andrew's family. Our staff of 3 is responsible for raising the funds to support three separate areas:

- St. Andrew's Senior Solutions—We raise money to provide care to indigent at risk seniors through our At-Home Services program, which is delivered on a sliding scale basis to individuals across the City and County of St. Louis. We provide supportive services in an individual's home, such as bathing, laundry, medication management to name just a few. We also have a minor home repair service (Project Independence) so that elders can remain safe and secure in their own home. Sometimes the service is replacing a window or putting in a railing to prevent falls. Sometimes it is more critical such as replacing a door damaged by bullet holes or redoing a kitchen to remove toxic mold. Our clients for this service are very low income, and grants from the City's Area Agency on Aging have been eliminated, making the need even more severe.
- Benevolent Care—Through increased success with helping people remain well and active longer than ever before, some residents of our owned communities outlive their resources. After many years living in an independent or assisted living community, it is jarring and physically and mentally detrimental to move an older adult. The STACF provides close to \$200,000 in financial aid to residents each year, and need is increasing rapidly.
- Special projects/endowments—In developing our projections for FY2010 and beyond, it was clear that our needs for charitable support outpace this new Foundation's projected success in raising money. We have challenged our Board, and they have accepted as a priority to approximately double the amount of funds given in support of our programs, and special projects.

In the summer of 2010, STARSS will be celebrating the start of an 18 month 50<sup>th</sup> anniversary; FY2011 starts June 1<sup>st</sup>. Since The organization began a fledgling fundraising program about 7 years ago. The Foundation was formed in 2007 to take our organization to the next level. There are several areas where a Princeton Intern would be a huge benefit:

- Optimizing the usage of our existing databases and integrating the results into a strategic plan for events and marketing surrounding the 50<sup>th</sup> anniversary. We have a very good fundraising software system, but it is not as productive as it could be in identifying new and lapsed donors, as well as helping us design appropriate stewardship programs for our loyal and significant donors. *An intern would learn about various types of fundraising approaches and the process of moving an individual or organization along a continuum from identification to solicitation and the stewardship. He/she would also have the experience of using existing or new data to form strategies for a 5<sup>th</sup> anniversary campaign.*
- National foundation prospect research—we write grants primarily to local organizations & foundations. We simply have not had the time to do much in the way of expanding our access to larger national foundations or government grants. Researching where we might have an opportunity to develop a relationship with these types of funders and therefore,

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)



## Princeton Internships in Civic Service

expand our funding base would be a huge benefit. *An intern would learn how to develop prospects for funding and how to write grants.*

- Assist in the planning and implementation of special events to increase giving and community recognition of the St. Andrew's brand. *Special events are pervasive in the world of non profits. They raise funds and heighten community visibility. This skill is valuable both in the not for profit world as well as in the corporate arena.*

### **Intern Qualifications**

*Describe any particular skills, background, or qualities you are seeking in an intern.*

The Internship would be appropriate for a student interested in pursuing a career in non-profit management, fundraising, sales or marketing. Ideally, the Intern who would fill this position would be resourceful and creative...a strategic thinker with an ability to think "outside of the box". While the skills to be gained are clearly transferrable to the corporate world, he/she would be committed to service in a non-profit environment, have a passion for helping others and understand the limitations of working within a modest budget. Familiarity with database management would be a plus, and a strong ability to work within all or most Microsoft Office software. Someone who is personable, poised, well-spoken and a good writer is preferred, as is someone with some experience as a volunteer. Tolerance for detail and attention to deadlines is a must.

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)