

Development Intern Job Description

The Development Intern will work closely with the Development Director to help create and produce all YWCA special events and fundraising campaigns. The intern will gain substantial hands-on experience and specific training in all aspects of nonprofit event planning while gaining a good understanding of the mission, vision and programs of the YWCA.

Duties Include:

- Conducting prospect research for individual donors, grants and event and table sponsorship and creating solicitation strategies
- Assisting with the design, and production of event materials
- Soliciting auction and raffle items
- Providing logistic and clerical support for all events, duties to include: preparing mailings, editing invitations, working with outside vendors, maintaining database, coordinating event logistics ie, AV, sound, catering, rentals and design

Skills Needed for Position:

- A positive attitude and willingness to learn new things
- A creative person Event planning/fundraising interest and/or background a plus
- Graphic arts skills a plus
- Proficient computer skills: word, excel, publisher, & power-point
- Good writing & research skills
- Ability to work positively with vendors and contractors

Resources Available:

- Dedicated workspace in a fun, engaging environment
- Software
- Previous reports/documents
- Budget
- Collaboration with Web Master, Database Manager, Development Director and CEO

Benefits:

Free attendance to YWCA WE & YWF events for 2016-17
Letter of Reference upon positive completion of Internship
Social Networking Opportunities

To apply, please send letter of interest and resume to: bridget.costello@ywcaaz.org