YMCA of the USA
Position Description

Position Title: **Intern, Advancement**
Department: Financial Development
Reports To: Manager, Foundation Relations
EEO Job Category: Internship Date: 12/10/12

GENERAL FUNCTIONS

The Advancement Intern is responsible for prospect research, data tracking, grant proposal and report writing, gift acknowledgement, evaluation assessment, project monitoring and other processes related to securing and administering external funds for nonprofit youth development, healthy living and social responsibility programs. The intern will be expected to follow through and meet deadlines for projects related to Foundation, Corporate, Government and/or Board gifts, as well as general Financial Development processes and best practices. The internship is best suited to candidates seeking a high level of responsibility and independence. This is an excellent opportunity to make a meaningful contribution to an innovative and successful development department of a national organization.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent writing, organizational, administrative, and verbal communication skills are required
- Must be adaptive and a creative team player
- Analytical thinking and problem solving skills are required
- Must be proficient in Microsoft Office Word, Excel, PowerPoint, and Outlook
- Strong research skills are required
- Must be able to manage multiple tasks with a strong attention to detail
- Ability to work both independently or within a team setting and ability to work in a highly productive and fast-paced environment

CORE COMPETENCIES

- **Values.** Demonstrates in word and action the Y's core values of caring, honesty, respect, and responsibility, in all matters at all times.
- **Inclusion.** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and cultural competence.
- **Relationships.** Builds authentic relationships in the service of enhancing individual and team performance to support the Y's work.
- **Communication.** Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.
- **Quality Results.** Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences.
- **Change Capacity.** Leads self and others through change by navigating ambiguity appropriately and adapting well to new situations, obstacles, and opportunities.
- **Emotional Maturity.** Demonstrates effective interpersonal skills.
- **Self Development.** Is dedicated to the improvement of own capabilities and demonstrates this through the continual expansion of knowledge and skills.

ESSENTIAL FUNCTIONS

Principal responsibilities will vary and may include the following:

- Conduct industry-related and project-related on-line research, writing and fact-checking
- Conduct prospect research on regional and national foundations and mid- and large-sized corporations
- Identify suitable funding sources for specific projects and programs as necessary

- Draft grant acknowledgement letters, proposals, reports and related communications
- Design and create a living grants calendar for recording and tracking priority deadlines for current donors and pipeline prospects
- Coordinate with Fundraisers, Grants and Stewardship staff as needed to help research programs and compile data for inclusion in donor reports and related communications
- Collect, refine, edit and write "boilerplate" and template language for specific projects and program areas as needed.
- Attend any free online or in-person training opportunities that may support the aforementioned duties and internship objectives as approved by the Foundation Relations Manager
- Participate in staff meetings and assist all Financial Development teams with administrative tasks or any other immediate needs as required

EFFECT ON END RESULTS/STRATEGIC IMPACT

This position is responsible for supporting the Fundraising and Stewardship staff for the national office of YMCAs, ensuring accurate, effective and efficient communications to prospects, donors, and valued funding partners of Y-USA and, ultimately contributing to increased charitable gifts and renewal gifts to Y-USA in support of national strategic priorities. Additionally, this position will assist with data collection, analysis, and communications for local Ys in the movement involved in funded projects, as related to grant obligations and deliverables. The intern will catalogue his/her work progress and compile work examples, templates, research, and other materials as resources for the entire Advancement department as appropriate.

DELIVERABLES

- 300 hours of work minimum, flexible work hours (to be determined)
- Prospect profiles for high probability potential new prospects
- Leadership briefings and talking points for Y-USA staff meetings with current donors and/or prospects
- Prospect lists for relevant project/program areas
- Writing and editing as requested
- Research and fact-checking
- Letters and correspondence

ABOUT YMCA OF THE USA

The YMCA of the USA (Y-USA) is the national resource office for 2,700 YMCAs across the U.S. Founded more than 150 years ago, the YMCA is the nation's leading nonprofit for youth development, healthy living and social responsibility. The YMCA believes that lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. Y-USA's Financial Development staff supports these efforts by partnering with foundations, corporations, government and other community organizations to address community needs with high impact programs and services.

Please send letter of interest with resume to:

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