

Organization: Duluth Area Family YMCA

Internship: Marketing and Communications-**Development Coordinator**

Reports To: Development Specialist

Hours: Flexible

The Y: We're for youth development, healthy living and social responsibility.

Position Summary:

Assist with the day to day fundraising activities along with planning and development of the Annual Campaign. Will also help plan Special Events.

Essential Functions:

1. Assist the Development Department with creating and implementing the Annual Campaign plan and strategy.
2. Provide volunteer support through in-person meetings, email, phone and public speaking engagements.
3. Assist the Development Department with developing and growing our individual donor base; manage the Annual Campaign; and cultivating major gifts.
4. May write grant proposals and reports.
5. Research prospective donors.
6. Work with Marketing and Communications team to distribute Y program information throughout the community.
7. Planning and Coordinating Special Events.

Qualifications:

1. Experience in database management.
2. Excellent personal computer skills and experience with standard business software.
3. Must have good interpersonal, public relations and communication skills including writing, proof reading and speaking.
4. Excellent organizational skills and ability to work under deadlines.
5. Interest in non-profit work.
6. Ability to handle confidential information.

Compensation:

Interns do receive a YMCA membership during their internship. They also will receive a great experience working in the non-profit sector with one of the largest non-profit organizations in the nation.

Although this internship is unpaid, we will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through his/her degree program.

Application Process:

- o Y Intern Application (found at www.duluthymca.org)
- o Cover Letter
- o Resume
- o Two letters of recommendation

Contact Information:

Gina Miller

Volunteer & Internship Coordinator

Duluth Area Family YMCA

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