

**Organization:** Lake Superior YMCA

**Internship:** Development

**Reports To:** Director of Development

**Hours:** Flexible

**Location:** Downtown Duluth



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

**Position Summary:**

This role supports the Development Department by helping plan and execute the Annual Campaign strategy, grow and manage the individual donor base, and cultivate major gifts. It includes engaging and supporting volunteers, researching prospective donors, and potentially writing grant proposals and reports. The position also collaborates with Marketing and Communications to promote programs and coordinates 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.

**Required Qualifications:**

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

**Desired Qualities:**

- Confident in working independently
- Dependable and motivated

**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 their degree program.

**Application Process:**

- Cover Letter and Resume
- One or two letters of recommendation

**Contact Information:**

Gina Miller

Volunteer & Internship Coordinator

Lake Superior YMCA

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