

YWCA Richmond Internship Position Description

Job Title: Non-Profit Philanthropy Intern
Department/Program: Advancement and Advocacy
Reports To: Advancement and Stewardship Manager
Prepared By: Advancement and Stewardship Manager
Prepared Date: March 7, 2023
Approved By: Director of Equity and External Affairs

GENERAL PURPOSE OF INTERNSHIP

To assist with Advancement and Development efforts and objectives, specifically cause marketing and in-kind donations. Interns at the YWCA Richmond are involved in community education, community fundraising, and advocacy through problem-solving and empowerment models. This internship offers diverse learning opportunities including participation in planning of fundraising efforts, coordinating and expanding diaper drives to support YWCA, administrative support for community-based events, and prospecting new in-kind donation donors, supplementing the Advancement team's objectives.

A component of the internship would include administrative support for projects that touch on all the areas of the Advancement team. The team is collaborative, so the intern will be working with diverse team members for every project. Research and idea generation around other areas of the YWCA's goals might be added based on the intern's interests and skills base.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Duties may be modified based on individual student learning needs.

REQUIREMENTS: A) Must be a current college student. Areas of academic study suggested are Business, Marketing, Communications, Data Management, Event Coordination, Gender and Women's Studies, Sociology, History, Arts and Arts Management, Graphic Design, etc. B) Required to be on-site for some or all projects C) Required to serve for a full academic year, at least 10 hours a week, or the minimum hours per week required by your academic institution. Schedule to be determined and set with supervisor.

SPECIFIC TASKS

- Assist with the in-kind donation process, by communicating with groups, and prospecting new organizations to build relationships for in-kind drives.
- Assist with researching cause marketing statistics and best practices. Using this research to pitch a cause marketing project to the Advancement staff to build up efforts for fall **commUNITY for change** event.
- Assist with the assignment and stewardship of 2-3 giver organizations who participate in donating to the Support-A-Family holiday giving program.
- Prospect, pitch, engage, and deliver 2-3 diaper drives in the spring in partnership with 2-3 new partner organizations.
- Attend YWCA and other community trainings that would increase knowledge and skills in providing effective services as time permits.

- Complete a learning plan and working contract with supervisor.
- Write and submit final process journal (digital, handwritten, or audio) documenting project completion and skills learned (presented or submitted as a final project requirement to YWCA Richmond).
- Read (3-5) academic articles or local and state reports regarding domestic and sexual violence, childcare, racial and gender equity, women's leadership, and/or generational-related or ethical philanthropy themes connected to YWCA Richmond's work.