

YWCA Richmond Internship Position Description

Job Title:	Non-Profit Philanthropy Intern (Fall/Spring)
Department/Program:	Advancement
Reports To:	Advancement and Stewardship Manager
Prepared By:	Advancement and Stewardship Manager
Prepared Date:	February 15, 2024
Approved By:	Senior Director of Philanthropy

GENERAL PURPOSE OF INTERNSHIP

To assist with Advancement and Development efforts and objectives, specifically data integrity and in-kind donations. Interns at the YWCA Richmond are involved in community education, community fundraising, and ethical fundraising practices 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 suggested academic study are Business, Marketing, Communications, Data Management, Event Coordination, Gender and Women's Studies, Sociology, History, Arts and Arts Management, and Graphic Design, but anyone who is passionate about ethical fundraising and our mission is welcome.
- B) Required to be on-site for some or all projects
- C) Required to serve for a full semester (fall or spring) and suggested to serve for a whole school year (September to May) at least 10-15 hours a week, or the minimum hours per week required by your academic institution. Schedule will be determined and set with supervisor.

SPECIFIC TASKS

- Assist with the in-kind donation process, by communicating with to build relationships for in-kind drives.
- Assist with data integrity tasks on our inventory database and giving database, confidentially of donation amounts and any personal information is required.
- Prospect, pitch, engage, and deliver 2-3 diaper drives during each semester 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.
- Attend and administrate signature events alongside supervisor including but not limited to Outstanding Women Awards Luncheon, Leadership Forum Breakfast, Community for Change, OWA Tea, Sprout School Openings, Sprout School Family Events, Donor Events, and Group Volunteer Project Days depending on schedule and project workload.
- Learn and help to update data sets in our donor database based on skill level and interest.
- Complete a learning plan with supervisor to include professional development informational interviews with YWCA Staff.
- 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 (1-3) academic articles local and state reports, or other reputable sources 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.