



Development Intern

Reports to: Director of Development

Status: Part-Time (8-15 hours per week)

Compensation: Unpaid

Overview

Founded in 1968, Youth Enrichment Services (YES) is a successful Boston non-profit organization which inspires youth through outdoor experiences and leadership opportunities that build confidence and prepare them to summit life's challenges. More than 1,200 Boston youth benefit from YES programs annually. Learn more about us at www.yeskids.org.

Internship Benefits

Mentorship - Interns are supported and supervised by YES staff who provide support, valuable advice, and inspire you to explore non-profit service as a career and achieve success with your assigned tasks. Supervisors often serve as professional references for interns to help them land their next job or internship placement.

Professional development - Interns will receive training and professional enrichment resources needed to complete projects. Additional resources may be tailored to their interests and identified areas of growth.

Career exploration - Interns not only have the chance to learn about the field of development through meaningful projects and tasks that make a positive contribution to the organization, but they'll also have the opportunity to experience what it's like to work in a supportive, collaborative small non-profit office environment.

Contribute to a mission you care about – Founded in 1968, YES has a rich history of positively impacting Boston youth through challenging outdoor and leadership programs that build confidence and prepare them to summit life's challenges. Learn more about YES's inspirational 55-year history at www.yeskids.org/about/history and our menu of programs at www.yeskids.org/programs

Details

YES is seeking a professional, detail-oriented, and organized intern for Fall 2025. This is a great opportunity for a college student who wants to learn and gain professional experience in a non-profit, learn development/fundraising essentials, utilize research skills, refine their writing skills, and understand the strategic importance of events.

This internship is part-time and estimated at 8-15 hours per week. On-site internship. YES is located at 412 Massachusetts Ave in Boston's South End. The office is accessible by the Orange and Green MBTA lines.



Position is September – December 2025. Exact start & end dates are flexible.

Position may be used for course credit with university/college approval if arranged by the student. This is an unpaid internship, but we will provide what is needed by your institution to allow for class credit/work study status.

Resumes will be accepted and reviewed on a rolling basis. **If interested, email your resume to Hallie Therrien, Development Coordinator, at htherrien@yeskids.org by August 31.**

Scope of Work & Responsibilities

YES is seeking a part-time Development Intern to join its growing development team. This position is responsible for a full range of entry-level activities related to nonprofit event planning, communications, and individual giving. Intern will be supervised and supported by the Director of Development and Development Coordinator.

Responsibilities include:

- Supporting the coordination and planning of fundraising events such as the YES Executive Breakfast and Young Professional Committee events.
- Learning Blackbaud Raisers Edge database skills and providing administrative support with gift entry from the Boston Marathon
- Learning Constant Contact and supporting database maintenance
- Learning WordPress and writing news item content for the organization's website
- Writing and editing development communications (e.g. request letters, acknowledgement letters, thank you cards, etc.)
- Providing other administrative support as needed
- Assisting with other development projects as requested

Qualifications

- Interest in event planning, fundraising, communications, or nonprofit management.
- Working towards a Bachelor's Degree in Non-Profit Management, English, Communications, Events & Hospitality, or other relevant major.
- Energetic and enthusiastic. Flexible and able to juggle multiple tasks.
- Ability to write clearly and articulately.
- Skilled in using Microsoft 365 including Outlook, Word, and Excel.
- Ability to self-motivate and stay on task.
- Interest in the mission of YES and empowering urban youth.

The above job description and qualifications are not meant to be all-inclusive. Additional responsibilities and qualifications may be added at any time by the employee's supervisor.



Goals of the Internship

- Student will learn critical fundraising and administrative skills applicable in both the for-profit and non-profit sectors, while contributing to the mission of YES.
- Student will become knowledgeable about fundraising in nonprofits with a particular focus on individual donors.
- Student will leave YES with a meaningful portfolio of work.

Youth Enrichment Services is an Equal Opportunity Employer that encourages applications from persons with disabilities and members of underrepresented groups.