



## Development Intern

Reports to: Director of Development

Status: Part-Time (6-12 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](http://www.yeskids.org).

## Details

YES is seeking a professional, detail-oriented, and organized intern for the semester. 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 6-12 hours per week. On-site or hybrid 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 January – April or May 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](mailto:htherrien@yeskids.org) by December 20.**

## 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. Activities include:

- Supporting the coordination of the silent auction for the YES Black Diamond Gala in April 2025. This includes:
  - Soliciting renewal and new auction prizes
  - Communicating with committee members regarding their auction requests
  - Tracking auction items as they are committed and received

- Learn about event planning including the opportunity to participate in planning meetings, hotel venue site visits, tastings, and other planning discussions
  - Supporting set-up of the online auction webpage (OneCause)
  - Supporting set-up of the auction on the day-of event
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- Learning OneCause, the online auction platform YES uses for the Black Diamond Gala
  - Writing and editing communications (e.g. auction item request letters, acknowledgement letters, thank you cards, etc.)
  - Learning Blackbaud Raisers Edge database skills and providing administrative support with gift entry
  - 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 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.

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