FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Philanthropy Intern**
Status: Academic Internship
Reports to: Fund Development Director
Department: Membership
Revision Date: 08/03/2026

ST. CLOUD AREA FAMILY YMCA MISSION:

At the St. Cloud Area Family YMCA, we are united in a sincere desire to live out our great Mission. To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. Together, we pledge to do this daily, in our actions and interactions, with staff, members and guests of the YMCA, by serving, caring, and loving. To serve is to meet physical needs through our facility, programs, and responsive actions to questions or requests. To care is to meet emotional needs by engaging in genuine conversation, listening with intention, and developing relationships. To love is to provide opportunities for connection and service by keeping the Y a safe and welcoming place for all.

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Philanthropy Intern will develop professional skills, including relationship building, lead management, community outreach and strategic partnerships. The Philanthropy Intern will have the opportunity to engage with current and prospective donors to present compelling testimonials and data on organizational impact with the goal of securing charitable contributions in support of the non-profit mission. The experience will include ownership of a project as determined by the Academic Syllabus requirements and the Fund Development Director.

ESSENTIAL FUNCTIONS:

1. **Donor Relationship:** Cultivate relationships with current and prospective donors by responding to inquiries, prospecting potential donors, and providing information about YMCA campaigns and events.

2. **Campaign Support:** Assist with donor recruitment and retention efforts through timely follow-up with donors maintaining positive demeanor and professional service standards.

3. **Capture Mission Moment Testimonial:** Engage with current YMCA members and program participants to capture stories that illustrate mission impact to leverage within donor cultivation efforts.

4. **Community Engagement:** Shadow and/or represent the YMCA at community events, outreach activities, expos, special events and membership promotions as assigned.

5. **Relationship Building:** Build positive relationships with staff, volunteers, current and prospective donors while demonstrating the YMCA's core values of Caring, Honesty, Respect, and Responsibility.

6. **Reporting & Recordkeeping:** CRM data entry, processing donation paperwork, compose thanks and recognition communications, and track donor stewardship touchpoints.

7. **Safety & Compliance:** Follow all YMCA policies, safety procedures, risk management practices, and emergency response protocols.

8. **Professional Development:** Participate in staff meetings, training, and professional development opportunities, and perform other duties as assigned. Complete internship milestones with mentor as outlined by internship syllabus.

QUALIFICATIONS:

1. Previous sales, customer service or hospitality experience strongly preferred.
2. Students currently pursuing a degree in Sales, Marketing, Business or similar degree.
3. Basic Microsoft proficiency required. Customer relationship management (CRM) system experience preferred.
4. Demonstrated ability to deliver exceptional customer service and build positive relationships with donors, members, staff, volunteers, and community partners.
5. Excellent verbal and written communication skills.
6. Strong organizational and time management skills with the ability to prioritize multiple responsibilities in a fast-paced environment.
7. Ability to analyze problems, exercise sound judgment, and make appropriate decisions.
8. Ability to learn new technology and maintain accurate records.
9. Confidentiality and exercise professionalism in all interactions.
10. Commitment to the YMCA's mission, values, and culture of inclusion.
11. CPR, First Aid, AED, and Bloodborne Pathogens certifications (or ability to obtain within 60 days of hire).
12. Valid Driver's license and ability to comply with our Driver Safety Policy.
13. Completion of all required YMCA trainings within established timeframes.
14. Successful completion of a background check in accordance with YMCA policies.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this internship, the intern is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The intern frequently is required to sit and reach and must be able to move around the work environment.
- The intern must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

_____ _____

Employee's name Employee's signature

Today's date: _____