



## **Position Description – Development Staff Internship**

The American Youth Foundation's Development Department offers semester internships for students in a related field of study or those who have an interest in fundraising/philanthropy. Our mission is to develop leadership capacities of young people by helping them achieve their personal best, promote cooperative community building and a greater respect for self and others. We are looking for dynamic individuals that are interested in working for the betterment of youth and the community.

### **Philosophy of the Internship**

In exchange for their hard work, AYF is committed to the education of interns. The philosophy behind the internship is to provide a rich learning experience to new/interested members of the philanthropy field. By giving interns the opportunity to serve, students gain experience and learn the philanthropic landscape of donors and alumni of the AYF. We inspire our staff/interns to discover and develop their personal best, and aim to create an environment where they can grow and become successful leaders.

### **Overview**

- Must be at least 18 years old and enrolled in college program working toward a degree
- Valid driver's license and a clean driving record required; background check may be required
- Ability to lift/move up to 25 pounds
- Positive organizational skills, attention to detail and management of deadlines
- Self-motivated, energetic, service-oriented, team player, self-starter with good initiative
- Willingness to expand knowledge and responsibilities

### **Responsibilities**

Each semester will focus on different aspects of the development work of the AYF. Below are examples of work performed (not inclusive, as program can be customized to meet the needs of both AYF and the student intern).

\*Depending on number of internships available, each semester may include aspects of both semesters' focus areas. Students can apply for one semester without committing to both, or can apply for both if desired.

- Spring Semester: **January – May**  
Focus Areas: *Special Event Management, Donor Relations, Sponsorships and Recruitment*, and other areas as needed
  - Logistics and planning support of annual Donald Danforth Jr. Memorial Golf Tournament & Dinner Auction
  - Volunteer management: Donor and committee support role
  - Sponsorship proposal creation and recruitment, to include in-kind donation management
- Fall Semester: **August – December**  
Focus Areas: *Database Management, Reporting and Data Utilization*, and other areas as needed
  - Donation reporting and data mining for various AYF publications
  - Conduct prospect research on individuals, foundations, and corporate donors
  - Raiser's Edge education and utilization

### **Compensation**

- \$500.00 stipend/semester, upon completion of internship period

### **Positions Available/Time Commitment**

- Spring internship program: **January – May**
  - 1-2 positions, Part-time: fewer than 15 hours/week, total of 150 hours minimum (to be scheduled with AYF leadership); May include some evening and weekend hours
- Fall internship program: **August – December**
  - 1-2 positions, Part-time: fewer than 15 hours/week, total of 150 hours minimum (to be scheduled with AYF leadership); May include some evening and weekend hours

For insight into the development efforts of AYF, visit <https://ayf.com/support/making-a-difference/> or email [development@ayf.com](mailto:development@ayf.com).

