

**YWCA Southeastern MA  
Job Description  
Development Intern**

**Mission:** YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

**Reports to:** Jordan Latham, Development Associate

**Responsibilities:**

- Researching and writing grant opportunities to support the YWCA Southeastern Massachusetts programs and services.
- Assisting with donor database, annual appeal, and other donor mailings.
- Send thank you letter to donors.
- Contact potential donors and businesses for support
- Other tasks as assigned.

**Requirements:**

- Ability to handle, prioritize, and manage multiple tasks while maintaining attention to detail.
- Ability to work independently.
- Strong organizational and problem-solving skills.
- Must be well organized, creative, and dependable.
- Excellent verbal and written communication skills a must.

**Learning Objectives:**

- Acquire knowledge in the daily operations of YWCA Southeastern Massachusetts, a local nonprofit that provides targeted services to women and girls, and its connection to YWCA USA and the World YWCA.
- Gain experience and transferable skills working for YWCA Southeastern Massachusetts, thus furthering education beyond the classroom.

**Internship Requirement:**

Flexible; to be established based on student schedule. It is preferred that the student commit to at least 10 hours per week within the YWCA office located in Downtown New Bedford.

Interns are required to maintain a professional appearance in both attire and character, and respect all YWCA policies, as outlined in the volunteer personnel handbook, including computer policies and codes of ethics and confidentiality.

**Instructions:**

Please send an email with a resume or statement on why you would like to intern for the YWCA Southeastern MA with qualifications and your availability to: Jordan Latham, Development Associate at [jlatham@ywcasema.org](mailto:jlatham@ywcasema.org).