Job Title: Marketing & Development Intern  
FLSA Status: Non-Exempt  
Reports to: Director of Development & Community Engagement  
Revision Date: July 2017

POSITION SUMMARY:

The Bangor YMCA is looking for a fun, creative individual to join their Y Family in this part-time, 20 hour position. The Marketing & Development Intern will assist the Director of Development & Community Engagement with implementing and executing various aspects of Bangor YMCA fundraising, marketing, and mission awareness.

ESSENTIAL FUNCTIONS:

1. Support the Director of Development & Community Engagement with:
   a. Planning & execution of fundraising efforts including special events and campaigns such as Annual Campaign, Gala & Auction, 150h Anniversary Celebration, etc.
   b. Research grant opportunities.
   c. Manage donor databases and communications with prospects.
   d. Managing Social Media accounts, creating fun and impactful content.
   e. Help with Website Content Management & Analysis.
   f. Assisting in Creating and Maintaining fundraising and marketing materials.
   g. Write Press Releases, sharing Y mission and “Living Our Cause” stories.
   h. Record videos & photographs of members in programs.

2. Model relationship-building skills and the YMCA core values of respect, responsibility, honesty and caring in all interactions.

3. Maintain a hard-working and positive attitude, serving as an asset to our professional culture.

4. Maintain an organized workflow, able to meet deadlines and prioritize projects as needed.

5. Positively represent the YMCA through professional conduct and appearance.

6. Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Complete incident and accident reports as necessary.

7. Other duties as assigned.
YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:
- Must be enrolled in a Bachelor’s Degree program
- Exceptional written & verbal communications ability
- Excellent personal computer skills and experience with standard business software, i.e. Microsoft Office (Word, Excel, PowerPoint, Outlook)
- “People person” who is confident and has a positive personality
- Detail-oriented: an attention to detail with zero tolerance for errors
- A self-motivated individual who can work under stress and meet deadlines
- Ability to work both independently, with minimal supervision, and in a team environment.
- Proven history of managing, organizing, and implementation skills
- Ability to learn quickly and manage workload in a cooperative and demanding environment.

PHYSICAL DEMANDS:
Must have sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.