

The International YMCA is a branch of the YMCA of Greater New York, the largest YMCA association in the United States. We offer value-based programs that have local and global impact, enhance understanding of the world, and enable people to work together towards peace and justice. Serving roughly 10,000 people annually from over 84 countries around the world, the International YMCA is on the forefront of the international travel and service industry.

**POSITION:** Fund Development Assistant

**DEPARTMENT:** Branch Administration

**OVERALL RESPONSIBILITY:** Contribute to the overall positive global impact produced by the programs and services offered by the International YMCA through the identification and cultivation of relationships with prospective donors, volunteers and funding sources. Work closely with the Fund Development Director to support all aspects of the annual campaign, fundraising, and other related ventures. Serve as a member of a dynamic and fast-paced staff team.

**KEY AREAS OF RESPONSIBILITY:**

- Administrative support to Fund Development staff and volunteers
- Assists with event planning and execution
- Assists in the writing and compiling of grant proposals and reports
- Assists with record upkeep of donations, collections and pledges
- Assists in the cultivation of relationships with new donors, volunteers or funding organizations
- General administrative support to all branch functions

**SUPERVISOR:** Shane Lavin – Manager of Fund Development

**CONSULTS WITH**

- Program staff of all International YMCA programs
- Prospective donors, funding organizations and volunteers
- Other external community members and international partners as needed
- Fund development staff from other YMCA branches and organizations

**TERM OF INTERNSHIP:** 1 semester as determined by college's calendar (time period can be lengthened or shortened on a case by case basis). Minimum of 4 months

**QUALIFICATIONS:**

- Demonstrates professionalism and responsibly in all aspects of work
- AA or equivalent class experience in fundraising, marketing, international relations or related field
- Solid organizational, administrative and relationship building skills
- Basic knowledge of international programs & desire to improve our world
- Able to multi-task and work successfully in a fast-paced environment

**LEARNING PLAN:**

- Consultation with branch staff to work toward the completion of projects, goals and tasks working in conjunction with the Fund Development Manager
- Hands on experience with grant writing, donor solicitation, volunteer cultivation and other fund development related skill sets in an international non-profit setting
- Hands-on experience with international partners, customers and participants

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