

VOLUNTEER



FRANCIS LAUER
A YSS ORGANIZATION

BUSINESS PARTNERSHIPS INTERN

Position Description:

The Business Partnerships Intern will assist in the development and management of a Business Partnerships program for YSS. The person in this role will be responsible for creating and maintaining relationships with local businesses in the community. This position will also help manage in-kind donations to YSS. With an emphasis on the identification, cultivation, solicitation, and securing of business partnerships, this position helps advance the mission of YSS through community support and awareness.

The Business Partnerships Intern will report to and works under the guidance of the YSS Development Director.

Location:

Jacobson Center, 420 Kellogg Ave, Ames, IA 50010

Job Duties:

- Develop a program to solicit new business partnerships in the community.
- Cultivate strong relationships with potential business partners.
- Create a plan to recognize current business partners through signage, marketing materials and media mentions.
- Attend networking events in the community to foster relationships and spread awareness for YSS programs.
- Manage receiving of in-kind donations and distribution to appropriate programs.
- Establish and measure progress on annual goals.
- Attend and reports progress to the Friends Committee and works with the committee to thank business partners.
- Maintain records of calls, contacts, and gifts.
- Other duties, as assigned.

Qualifications:

- Excellent written, oral and interpersonal communication skills
- Demonstrated interest in building partnerships and expanding one's network
- Interest in fundraising tasks and activities
- Ability to work as a team member with the Community Engagement Team
- Self-direction with the ability to plan, schedule and carry-out meetings with potential business partners and plans to manage all partnerships
- Creative and innovative thinker.

YSS provides hope and opportunity by putting kids first. Learn more at yss.org.

VOLUNTEER



FRANCIS LAUER
A YSS ORGANIZATION

Training & Supervision:

- Intern will work as part of the Community Engagement Team and will be under the direct supervision of the YSS Development Director
- Must attend an orientation to cover YSS policies regarding confidentiality, drug-free work environment, and child abuse reporting
- Will be invited to attend any YSS all staff trainings that are available during your time with us
- Attend regular supervisory meetings

Time Commitment/Requirements:

- 15-20 hours per week
- Monday – Friday, 8:00am – 5:00pm

How to Apply:

- Fill out an intern application by going to <http://www.yss.org> and clicking on “Get Involved > Give Time and Talent”.
- A background check is required for all internships.
- Questions should be directed to the Volunteer Coordinator:

Allison Dietzenbach
YSS Volunteer and Event Coordinator
420 Kellogg Ave, Ames IA, 50010
volunteercoordinator@yss.org
515-233-3141 Ex. 4476

YSS provides hope and opportunity by putting kids first. Learn more at yss.org.