



## BUSINESS PARTNERSHIPS INTERNSHIP

### Position Description:

The Business Partnerships Intern will assist in the 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. The 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:

- Manage a program to solicit new business partnerships in the community.
- Call potential new business partners.
- Cultivate strong relationships with potential business partners.
- Manage a plan and work with marketing team 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.
- Maintain records of calls, contacts, and gifts.
- All other duties as assigned

### Qualifications:

- Excellent written, verbal, 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

### Training & Supervision:

- Intern will work as part of the Community Engagement Team
- 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

***YSS provides hope and opportunity by putting kids first. Learn more at [yss.org](http://yss.org).***

# VOLUNTEER



**FRANCIS LAUER**  
A YSS ORGANIZATION

- Attend regular supervisory meetings

## Time Commitment/Requirements:

- 15-20 hours per week
- Monday – Friday, 8:00am – 5:00pm
- Must report hours to Volunteer Coordinator weekly

## 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:

**Sarina Flathers**

**YSS Volunteer Coordinator**

420 Kellogg Ave, Ames IA, 50010

[volunteercoordinator@yss.org](mailto:volunteercoordinator@yss.org)

515-233-3141 Ex. 4476