

NONPROFIT LEADERSHIP

CONSULTING & PROJECT MANAGEMENT



NonProfit Management Intern

Part-Time | Internship | May-Aug

Direct Report | CEO

NonProfit Leadership (NPL)

NPL consults with leaders of non-profits to navigate the next evolution of their organization's growth. Working with start-up non-profits involves guiding the client and key stakeholders through the arduous State and Federal IRS 501c3 submission process to apply for non-profit status including the governance, marketing, financial and legal requirements. With emerging non-profits, creating growth strategy includes diagnosing the Life Cycle stage, auditing the operational strengths and gaps, and designing systems to elevate the organization from day-to-day survival to truly thriving.

Position Summary:

The NonProfit Management Internship serves as a key function of NPL by providing direct support to the CEO. This internship provides administrative assignments, preparing and writing reports, researching issues, communicating with clients, and assisting with prospecting work. The intern will report to and shadow the CEO.

Primary Duties & Responsibilities:

- Assist with researching and preparing documents for 501c3 applications
- Assist with preparing, administering, and reporting results for Operational Audits
- Assist with preparing Board Governance documents
- Attend meetings and events as a representative of NPL
- Conduct market research with key stakeholders
- Assist with technology audits and data optimization
- Writing assignments
- Assist with project coordination
- Assist with planning for client events
- Provide administrative support to the CEO
- Collaborate to support lead generation efforts
- Other projects as assigned

Qualifications:

- Two years of coursework in non-profit, business administration or social entrepreneurship; Non-profit Management major or minor preferred
- Proficiency with Google Suite, Microsoft Suite and Zoom
- Experience with Wordpress, Canva or social media tools for business, a plus
- Effective communication with people of diverse backgrounds in written and oral form
- Adeptness to prioritize tasks and handle numerous assignments simultaneously
- Willingness to work remote with flexible hours, including some evenings
- Ability to provide your own computer and web camera

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Personal Characteristics:

- Self-motivated, self-directed, with aptitude to work under a minimal level of supervision
- Strong integrity, ethical conduct to maintain confidentiality
- Desire to gain knowledge, experience, and resources in the non-profit industry

Physical Demands:

- Independent mobility throughout the metro area
- Sitting, talking, and listening for long periods of time
- Light lifting, possibly up to 20 pounds

Compensation:

- Position starts immediately through mid-August with option to extend through Fall 2021
- 10 hours per week
- \$15 per hour

To Apply:

Please submit your resume along with a cover letter outlining your non-profit coursework/experience and why you are interested in this position to Jennifer Lewin, CEO at jennifer@npleadership.org. References and background check following successful interview.

NonProfit Leadership LLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.