

POSITION: Nonprofit Programs Intern

Who We Are

At the Catalogue for Philanthropy we believe in the power of small nonprofits to spark big change. As the only locally-focused guide to giving in Greater Washington (in print and on the web), our goal is to raise visibility for the best small charities, connect them with donors who will fuel their growth, and create a movement for social good in our region.

We are located in the heart of Washington, DC. Working at the Catalogue is not a “do the same thing every day” kind of experience. We are a fast paced, energetic, small but mighty, collaborative team, driven to improve the lives of everyone across our region.

Who You Are

You are eager to learn and enjoy solving problems. You have an interest in nonprofits and are looking for a hands-on opportunity in the sector. You have the ability to make the charities in our network feel valued and supported. You lend a hand to any task a team member needs help with, and you make us all better by thinking ahead and anticipating the needs of the organization, our donors, our member nonprofits, and the team. You thrive in a busy (sometimes noisy!) environment and understand how to get things done quickly, efficiently, and to the highest standards.

Your Responsibilities

We're searching for an organized individual who loves a challenge and enjoys a wide range of responsibilities. The Nonprofit Programs Intern supports essential team operations and directly reports to our Manager of Nonprofit Programs. In this role, you will help us create and build tools and content to support our nonprofit partners, manage and implement our social media strategy, and provide general support to our programs and communications teams. Here is a more in-depth look at the responsibilities of this role:

Social media and online communications

- Manage and implement social media strategy, including regular posting and monitoring
- Run Google Analytics reports and provide analysis of results
- Recommended but not required: Bring experience with graphic design and creation of deliverables, including videos, gifs, or pictures

Content creation and nonprofit programming

- Assist with the development of training curriculum for our nonprofit community
- Help research and support content creation for workshops, tools, and resources for our nonprofit partners on a range of common issues and concerns in development, communications, board management, and evaluation
- Assist with primary and secondary research into nonprofit development, communications, volunteer management, and evaluation
- Write internal summaries of research findings, and support the design of user-friendly tools and resources to communicate research results to nonprofit partners

Program management and evaluation

- Work with Catalogue staff to implement our nonprofit programming evaluation strategy, and help analyze results

Requirements

- Graduate student studying in business, public administration, communications, nonprofit management, or a related field **OR** a Junior or senior college student studying nonprofit management, social work, communications, public policy, or business
- A passion for non-profit work
- Excellent verbal, written, and communication skills
- Ability to work independently and as a member of a team
- Top-notch document, spreadsheet, calendar, and email skills, specifically using Microsoft Office
- Basic knowledge of HTML and Salesforce a plus
- As a valued member of the team, this position needs to be reliable and able to complete all requirements of this position in a timely and professional manner

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Other Information

- This is a 16 week, 20 hour/week paid internship
- This position is paid hourly

To Apply

Please submit a resume, cover letter, and brief writing sample [HERE](#).

Catalogue for Philanthropy: Greater Washington is an equal opportunity employer.

To learn more about us and our selected charities,
please visit cfp-dc.org.