



CATALOGUE FOR

# PHILANTHROPY

## POSITION: Operations 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 introduction to the sector. You have the ability to make the charities in our network feel important. You lend a hand to any task a team member needs help with, and you enjoy taking a project and running with it. 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 Operations Intern supports essential team functions and directly reports to our Operations Coordinator (fall semester) and Manager of Nonprofit Programs (spring semester). Here is a more in-depth look at the responsibilities of this role:

#### **Special Event Support (September-December 2017)**

- Assist with preparation for our 15<sup>th</sup> anniversary gala

#### **Application Cycle Support (January – April 2018)**

- Assist nonprofits in drafting and submitting applications
- Create and distribute semi-weekly reports on nonprofit application progress
- Check submitted applications for eligibility and completeness
- Communicate with application reviewers in coordination with CFP leadership

**Data Analysis (year-round)**

- Analyze program evaluation data to share with organization leadership
- Analyze program and application data to find continuous opportunities for improvement

**General Operations (year-round)**

- Verify nonprofit-submitted donation reports by matching them against our list of donors
- Handle phone calls in a professional and courteous manner
- Mail catalogues to new potential donors
- Support nonprofit workshops on a variety of topics by managing event registration
- Other duties as assigned

**Requirements**

- Junior or senior college student studying nonprofit management, social work, communications, public policy, or business **OR** a Graduate student studying in business, public administration, communications, nonprofit management, or a related field
- A passion for non-profit work
- Excellent verbal, written, and communication skills
- Ability to work independently and as a member of a team
- Outstanding time management skills and attention to detail
- Proficiency in data analysis
- 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

**Other Information**

GREATER  
WASHINGTON

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- This is a 32 week, 10-15 hour/week paid internship, with the potential to expand to 20 hours/week in the spring semester.
- 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](http://cfp-dc.org).