



POSITION ANNOUNCEMENT: *Nonprofit Management 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 our featured organizations, fuel their growth with philanthropic dollars, and create a movement for social good in our region.

Our network of more than 400 nonprofits is made up of organizations with budgets below \$4 million that serve the environment, arts, education, and human services throughout Greater Washington. Since 2003, the Catalogue for Philanthropy has raised more than \$42M for our nonprofit partners.

Who You Are

You have a genuine interest in the nonprofit sector. You want an opportunity to make a difference and get involved with a small but mighty team. You are excited to connect the dots between development, marketing, and programs, and you make us all better by thinking ahead and anticipating the needs of the organization. You thrive in a bustling environment and understand how to get things done quickly, efficiently, and to the highest standards.

Who You Should Apply

This role will have the unique opportunity to spend time working on three key areas of nonprofit management—programming, communications, and fundraising. While not doing all three tasks simultaneously, you will be able to spend focused time on each area over the course of the internship. We believe in professional development at the Catalogue, so you'll be able to attend our workshops we host for our partners—giving you direct access to professional development while at work.

Finally, as a small nonprofit we don't believe in the internships where you just get coffee or file paper. You'll have a chance to dive in and make a difference, playing a real role on the team to get our mission accomplished day in and day out. If that sounds like what you're looking for, we hope you apply.

Your Responsibilities

The Catalogue for Philanthropy is seeking a Nonprofit Management Intern to work closely with the Catalogue's staff to support our programming, communications, and fundraising.

The Nonprofit Management Intern will report to one of the Catalogue's Co-Executive Directors. They will work in partnership with our Operations Manager, Communications Coordinator, and Nonprofit Programs Coordinator as well. The responsibilities will include:

Nonprofit Programming:

- Support our professional development program for nonprofit partners, including hosting workshops and webinars



CATALOGUE FOR
PHILANTHROPY

- Provide user support to our online nonprofit partners accessing virtual capacity building resources
- Conduct research on leading nonprofit management topics
- Support data analysis of our impact and that of our partners

Marketing and Communications:

- Support our online communications efforts, including social media and email campaigns
- Conduct research into our current and potential audience
- Support writing original blogs and pieces about our partners and our impact
- Support Catalogue request fulfillment

Development Operations:

- Support gift processing
- Manage specific donor correspondence
- Execute on the Catalogue's stewardship plan for donors
- Coordinate with the Director of Special Events with respect to execution of major events

Qualifications

- Current Senior in a Bachelor's degree program (Class of 2020) or current graduate student
- Prior volunteering or nonprofit experience a plus
- Excellent writing and communication skills
- Prior knowledge of Salesforce a plus
- Proven ability to meet multiple deadlines and work independently and in a team
- Excellent work commitment

Logistics and Details

Salary and Other Benefits

- \$14.50 per hour
- 20-30 hours a week, flexible scheduling
- Internship runs from September to May
- Paid volunteer days

How to Apply

Interested individuals should submit:

1. Cover letter;
2. Resume; and
3. Writing sample

To Laura Rosenbaum, Nonprofit Programs Coordinator, at lrosenbaum@cfp-dc.org

*Catalogue for Philanthropy: Greater Washington is an equal opportunity employer.
To learn more about CFP and its selected nonprofits, please visit cfp-dc.org*