

# CHARITIES REVIEW COUNCIL

## Nonprofit Services & Communications Intern

### Position Description

**Who we are:** Charities Review Council's mission is to ***mobilize informed donors and accountable nonprofits for the greater good***. Through cloud-based nonprofit technical assistance, responsive customer service, nonprofit learning communities, and donor education, we are building a culture of philanthropy where donors and nonprofits are engaged partners, working together toward stronger communities.

**Internship Overview:** We're looking for a bright, entrepreneurial and energetic intern who loves nonprofits to join our team this summer. In your internship with Charities Review Council's Nonprofit Services Team, you'll learn about nonprofit standards of accountability by reviewing and evaluating materials submitted during our online, nonprofit review process. You'll also engage with nonprofit outreach efforts, social media marketing and so much more!

#### **Responsibilities:**

- Assist with the nonprofit review process, including preliminary verification of information provided
- Write, edit, and distribute communications to participating nonprofits
- Conduct prospect research of potential Accountability Wizard<sup>®</sup> nonprofit participants
- Write, edit, and post nonprofit-related content to our website, and social media
- Phone, email and the occasional mail communications with donors regarding nonprofit organizations and their solicitation requests
- Assist with the coordination, planning, and promotion of Council events.
- Research/Special projects as needed
- Administrative duties as needed

#### **Qualifications:**

- Excellent oral and written communication skills
- Innovative and creative
- Ability to work independently and seek consultation when needed.
- Excellent time-management and organizational skills
- Detail oriented
- Interest in philanthropy and/or nonprofit administration
- Interest and knowledge of social media platforms preferred, but not required

**Why Join Our Team?** Gain hands-on nonprofit experience and acquire new skills. Learn and develop an understanding of the Council's 25 Accountability Standards<sup>®</sup>, nonprofit review process, otherwise known as the Accountability Wizard<sup>®</sup>, and donor expectations. Learn about Minnesota's vibrant nonprofit sector, explore career possibilities, build your network, work alongside our friendly staff, and enjoy free parking on-site.

**Salary:** This is a **paid** internship. \$10 an hour, with a cap of 60 hours a month.

**Time Commitment:** 3–6 month commitment (at a minimum). 10-15 hours per week. Flexible schedule within normal office hours of 9:00 am – 4:30 pm, Monday through Friday.

#### **Next Steps:**

Complete the application on our website at <http://bit.ly/CRCInternship>.

**Application Deadline:** April 30<sup>th</sup>, 2017