

NONPROFIT SERVICES PAID INTERNSHIP

Charities Review Council

Position Description



WHO WE ARE: Charities Review Council is transforming philanthropy by building donor and nonprofit relationships for strong, vibrant, and just communities. Founded in 1946, Charities Review Council has a long history of serving donors and nonprofits in Minnesota and beyond.

INTERNSHIP OVERVIEW: We're looking for someone who loves nonprofits, to join our team. As a Charities Review Council intern, you'll serve as a supportive partner to donors and nonprofits, helping donors make smart and informed giving decisions to strong and accountable nonprofits. As a member of the Nonprofit Services Team, you'll also be the first point of contact for new and renewing nonprofits learning about the [Accountability Standards®](#) and [Accountability Wizard®](#) nonprofit review process.

RESPONSIBILITIES:

- Act as a first point of contact, providing excellent phone and email support to diverse Council constituents.
- Review and provide recommendations on nonprofit policies, practices, and procedures to ensure alignment with Charities Review Council's 25 Accountability Standards®.
- Provide technical assistance and support to nonprofits as they complete the online Accountability Wizard® nonprofit review process.
- Respond to phone and email inquiries regarding smart giving.
- Conduct research and make recommendations that support the Council's key programs. Previous interns have completed projects on nonprofit legal requirements, event sponsors, marketing analytics, grant-writing, culturally specific giving practices, and more!
- Partner with our Nonprofit Services & Communications Manager and Nonprofit Services & Development Manager on key Council communications, including but not limited to social media posts, blog posts, mail-merge letters, and donor acknowledgements.
- Administrative duties as needed.

This is a great position for someone who has...

- Excellent communication skills, including comfort with phone and email communications.
- The ability to work independently and seek consultation when needed.
- Excellent time-management skills.
- An eye for details.
- Demonstrated initiative, and a strong desire to learn and contribute.
- Interest in philanthropy and/or nonprofit administration.

SALARY & BENEFITS:

- \$11 an hour, with a cap of 60 hours a month
- Earned Sick and Safety Time, which can be used for an absence from work due to illness, medical appointments, or critical safety issues.
- Free parking and access to public transportation
- Flexible schedule

TIME COMMITMENT: We're looking for a 4 - 6 month initial commitment, 12-15 hours per week, during normal office hours (9:00 am – 4:30 pm, Monday through Friday).

TO APPLY: Complete the internship application online at <http://bit.ly/CouncilInternship>

APPLICATION DEADLINE: Monday, September 2nd, 2019, 11:59 pm CST.