Philanthropy and Initiatives Intern - Community Foundation of Northern Colorado

The Community Foundation of Northern Colorado is a nonprofit public charity established in 1975 by local community leaders. The Foundation serves as a catalyst for community initiatives by managing hundreds of charitable funds, each with their own design and purpose. Our mission is to inspire and unify the communities we serve.

We are looking for a Philanthropy and Initiatives Intern to support staff with research, meeting prep, and special projects. Internships at the Community Foundation of Northern Colorado allow college students to participate in meaningful work to develop marketable, professional skills. We provide students with hands-on experience in the local community while growing their professional portfolios.

**Position Details**

- One semester-long in duration (Fall, Spring, or Summer)
- 10-15 hours per week in the office
- Compensation: $15 an hour

**Responsibilities**

- Communicates professionally, warmly, and effectively with Foundation donors, staff, board, vendors, and critical stakeholders.
- Assists staff in preparation for donor, nonprofit, and committee meetings. Take notes during meetings as requested for follow-up actions.
- Research staff-assigned topics to improve Foundation processes, for example, best practices in donor engagement and stewardship techniques.
- Performs duties at the front desk, including greeting visitors and answering the phone.
- Other duties as assigned.

**Qualifications**

- Enrolled in an undergraduate degree program. Must be in good standing, junior year or above.
- Ability to communicate positively and professionally.
- Desire to learn and take on new tasks.
- Detail-oriented.
- Strong computer skills. Proficient in Microsoft Office Suite. Ability to learn customer database and project management system.
- Must have a driver’s license and a vehicle to use during work hours.

**To Apply**

Send resume, a statement of purpose (500-1,000 words) indicating how an internship will contribute to your education and career goals, and an unofficial transcript to Codi Farrar codi@nocofoundation.org with the subject line "Philanthropy and Initiatives Intern Application."