



CATALOGUE FOR PHILANTHROPY

POSITION: Programs 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 make us all better by thinking ahead and anticipating the needs of the company, our donors, our member charities, and the team. 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 Programs Intern supports essential team operations and directly reports to our Operations Manager. In this role, you will help us manage the logistics of the application and review process that is central to the Catalogue's work and assist in developing a brand-new nonprofit training program. Here is a more in-depth look at the responsibilities of this role:

Application Cycle Support

- Assist nonprofits in drafting and submitting applications
- Create and distribute semi-weekly reports on nonprofit progress
- Check submitted applications for completeness

The Learning Commons

- Support and facilitate monthly nonprofit convenings on a variety of topics
- Update Nonprofit Portal website with new opportunities
- Record feedback survey data



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General Administration

- Mail catalogues to new potential donors
- Handle phone calls in a professional and courteous manner
- Other duties as assigned

Requirements

- Undergraduate student majoring in business, communication, English, 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
- Top-notch document, spreadsheet, calendar, and email skills, specifically using Microsoft Office
- Basic knowledge of HTML a plus

Other Information

- This is a 16 week, 10-15 hour/week internship
- A biweekly stipend/honorarium will be provided

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.