

Project Interns

The National Committee for Responsive Philanthropy (NCRP) seeks two graduate student interns for the academic year 2013-2014, each to work 20-25 hours per week in our Washington, DC office. The internship pays \$13 -15/hour, depending on skills and experience.

NCRP uses research and advocacy to urge the philanthropic sector to provide more funding to nonprofit organizations that empower disadvantaged populations. Founded in 1976, NCRP has a full time staff of twelve. Learn more at www.ncrp.org.

This internship provides a superb opportunity to work with one of the nation's premier organizations in the nonprofit and philanthropic sectors. Interns for this project are given primarily substantive work, as well as some administrative work, and may also attend events in the sector and have other opportunities to strengthen their experience, knowledge, and contacts in philanthropy.

Responsibilities:

Interns will work on a significant research project, including:

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Conducting online research about foundations.

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Developing and implementing surveys about foundation practices.

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Interviewing nonprofit and philanthropy leaders about foundation practices.

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Coding and analyzing qualitative interview and survey data.

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Assisting with the preparation of reports based on these data.

Qualifications:

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Strong research and analytical skills; survey and/or interview experience a plus.

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Demonstrated ability with Microsoft Office (especially Word, Outlook, and Excel); some experience working with Lexis-Nexis and/or a relational database preferred.

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Ability to perform detail-oriented office work under deadline.

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Good and quick writer.

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Self starter who is also a team player.

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Engaging phone manner for outreach.

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A commitment to NCRP's progressive vision of a philanthropy that invests in social and economic justice to attack the roots causes of inequality (not just treating its symptoms).

Application process:

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Submit cover letter (please include days and hours of availability, if known), resume, and one short writing sample ASAP via e-mail to: jobs@ncrp.org

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Indicate "NCRP Project Intern" in the subject line.

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Attachments should be in MS Word or PDF format.

- No phone calls or e-mails please.

NCRP is an equal opportunity employer.