



Internship Opportunities

Updated August 2010

The Community Foundation will select **1 intern** to join our intern team beginning in **August 2010**.

The Community Foundation of Northern Colorado is a nonprofit, public charity established in 1975 by local community leaders. We are a collection of more than 300 different charitable funds, each separately accounted for, and each with its own design and purpose. We currently have five full-time staff members and manage \$42.5 million in assets. **Our mission** is to provide a trusted, local platform that enables people to give more effectively and to think strategically and creatively about the future of our community. **Our vision** is to be the regional leader in building a more engaged, philanthropic and visionary community.

The Role of CSU Interns

Our internships provide students with valuable opportunities to participate in activities that impact our community. In turn, student interns are a tremendous asset to our organization in the areas of donor relations, outreach, marketing, and operational management.

Students will become familiar with key community leaders and interact with them by phone, email, and in person. In addition, students will assist the executive directors of Larimer County nonprofit agencies with their efforts to secure funding from Community Foundation donors.

Structure of Internship Program

1. Students selected for our internship program must arrange to receive college credit for a one semester internship experience (a standard 3-credit internship at CSU requires 180 hours of work, or an average of 12 hours per week.) While the first semester internship is an unpaid position, **a \$500 stipend will be paid in two installments** as the students receive real-world office experience and one-on-one mentoring from our staff members.
2. **If a student's work performance meets or exceeds our expectations, he/she will be asked to continue their internship as a part-time paid position at \$10.00 per hour.** The paid position will last as long as the relationship continues to be beneficial to both the student and to the Community Foundation. The Community Foundation sees great value in having interns stay with the organization for 1 ½ - 2 years; our students also find this longevity extremely helpful and rewarding. **We specifically seek out interns that have an interest and ability to stay in the position for 1-2 years.**

Interns typically focus their time in the following areas:

- Interns work with our staff to help donors reach their charitable goals in an easy, effective, and enjoyable manner. Responsibilities include marketing, event management, and project coordination. Students help distribute grant funding to nonprofits throughout Larimer County; assist with website management using our online content management system; prepare a monthly e-newsletter for donors and community leaders; and much more.
- Interns also assist with the creation and dissemination of electronic and printed promotional materials. Students help ensure that the Foundation effectively conveys its message to current and potential donors through high-quality printed communication pieces, including a semi-annual newsletter and the Annual Report.
- In addition, interns have frequent opportunities to communicate with board and committee members, and provide database management services that help streamline our operations.

NOTE: *In an effort to provide valuable experience with general office procedures, we ask that all interns assist our staff members with front desk/administrative duties such as answering the phone, assisting with mailings, etc.*

Application Instructions

Interested students should email cover letters and resumes to Roxanne Fry at **roxanne@CommunityFoundationNC.org**. For more information about the Community Foundation, visit www.CommunityFoundationNC.org.