



## Position Available: Intern – Development & Research

Propel Nonprofits fuels the impact and effectiveness of nonprofits with guidance, expertise, and capital. We have comprehensive program services that support nonprofit leaders in the areas of finance, governance, and strategy. Our programs include: lending, strategic consulting, board development, financial guidance, online resources, training, and fiscal sponsorship. We are a federally certified Community Development Financial Institution (CDFI), with a \$32 million loan fund that makes loans and provides technical assistance to support nonprofits across all fields of service.

Propel Nonprofits is seeking an **Intern** to support the development team in all aspects of fundraising. The intern will gain direct “hands-on” experience in grants management including proposal writing, stewardship, reporting, and research. Propel Nonprofits’ development portfolio includes foundation and corporate grants, individual giving, and capital for the loan fund.

**Reports to:** Development Director

### **Primary Responsibilities**

- Assist in drafting/editing narrative proposals and reports and gathering/updating Propel program and services data.
- Implement practices to maintain strong stewardship relationships with donors and internal infrastructure and systems to track development portfolio.
- Create a process map and other tools to help document work flow, roles and responsibilities in development function
- Research CDFIs and impact investing to help Propel explore new funding sources/options.

### **Qualifications**

- Skilled writer and communicator, able to present ideas and tell stories on the page and in person.
- Adept at using data—both narrative and numerical—to support proposals and reports.
- Self-directed researcher who can find answers and present them in a comprehensive and concise way.
- Strong work ethic and enthusiasm for a fast-paced work environment in a complex organization.
- Commitment to learning how to be more equitable and inclusive individually and helping Propel do so as an organization.



### **Timeframe & Compensation**

- 6 weeks for 15-20 hours/week
- Stipend of \$1,200

Students in undergraduate or graduate school may apply. Willing to work with school internship requirements. Interested candidates should **send a cover letter and resume by September 13, 2019, to Maureen Ramirez**, Development Director, at [mramirez@propelnonprofits.org](mailto:mramirez@propelnonprofits.org).

*Propel Nonprofits is an equal opportunity employer.*



## About Propel Nonprofits

Propel Nonprofits fuels the impact and effectiveness of nonprofits with guidance, expertise, and capital. Its services include accounting and finance, board governance, fiscal sponsorship, lending, skills and knowledge sharing, strategic consulting, and training. Propel Nonprofits serves nonprofit organizations in Minnesota and the adjacent states of Wisconsin, Iowa, North Dakota, and South Dakota.

## About our Services

**Lending:** Propel Nonprofits is a federally certified Community Development Financial Institution (CDFI) offering loans to nonprofit organizations in Minnesota and adjacent communities to expand programs and services, bridge cash flow gaps, and purchase and renovate buildings.

**Technical Assistance:** TA helps nonprofits understand their financial situation, identify priorities, and develop a plan of action for the near and long-term future.

**Training:** The training program offers 100-150 training events annually on topics related to nonprofit finance, strategy, and governance.

**Strategic Consulting & Board Development:** Propel Nonprofits' consulting team works with nonprofits to develop strategic and operational plans, provide customized board training and facilitation, and chart new paths for collaboration and partnerships.

**Accounting and Finance:** Our staff of experienced accountants work with nonprofit to tailor QuickBooks Online for their needs, develop in-house accounting expertise, and support nonprofit clients working with Propel Nonprofits' other programs.

**Fiscal Sponsorship:** Our fiscal sponsorship program works with dozens of mission-driven organizations, projects, causes, and collaborations annually to test drive ideas as they build infrastructure, set goals, and develop their business models. As fiscal sponsor, Propel Nonprofits offers the ability to accept charitable contributions while waiting for IRS 501(c)(3) application approval; we also offer guidance and insights, organizational development, financial and board governance templates and trainings, and a bridge to helpful relationships.

**Resources:** Propel Nonprofits has developed an extensive online library of videos, articles, financial examples and templates, and glossary of financial terms.



## **Our Guiding Principles & Core Values**

At Propel Nonprofits, we're in the business of powering those on the frontlines working for the good of our communities, which requires dedication and a shared vision. Our Theory of Change is that when nonprofits are well led, well resourced, and well connected they achieve mission success. As we work toward our mission of fueling the impact and effectiveness of nonprofits with guidance, expertise, and capital, we use these principles as a strategy screen, as accountability markers, and as a handshake, whether you're new through our door or an old Propel friend.

### **Champion nonprofits**

**We love nonprofits** – their people and their missions. We are optimistic about their ability and believe in their **power** to change the world because we see their work in action every day. They are experts at connecting communities for change, bold leaders who take risks, and folks who stand up and take action in the face of injustice. Nonprofits are champions of good; we are champions of nonprofits.

### **Be a mutual and trusted partner**

The work of standing up for your mission takes courage, honesty, and a friend who believes in you. We enter our partnerships with **respect and kindness**, aiming to be the champion in your corner, a trusted confidant, and the one helping identify the elephant in the room when an issue needs to be named. **"Be helpful"** is one of our mottos, and for us, this means listening first, then supporting nonprofit leaders' expertise with our own. We value honesty with empathy, and usually around a table with coffee.

### **Advance justice**

We power nonprofits because they are helping create more **just, equitable communities**. Nonprofits leaders work beyond themselves to reshape systems that have historically withheld power, address the immediate gaps left by other institutions, and provide access to resources for all. We stand with them in a shared commitment to **social, racial, and economic justice**; as a community development financial institution, we collaborate to give nonprofits and their constituents access to capital, resources, and ownership of their decisions.

### **Stay curious**

In an ever-changing world, we believe **adaptability and creative problem solving** comes from always having one more question. We love to learn from each other and from our nonprofit partners, and then **generously share the insights and knowledge** we've gained. Nonprofit leaders are experts at what they do, so we're always building upon our own expertise in nonprofit finance, strategy, and governance to best support them through hard decisions, life cycle pivots, and ecosystem shifts.

### **Have fun**

We **embrace joy** and **emit optimism**. This means honoring mission moments, celebrating wins and brave decisions, equipping courageous leaders and standing by them, and bringing enthusiasm and a sense of humor to our relationships and work. We take the long view and surround ourselves with people and partnerships who make us smile and help us imagine the world we're working toward.