



**Position Description
Financial Commons Intern**

Financial Commons Project Summary

The Financial Commons is a collaboration between three longtime informal partners – Propel Nonprofits, Nonprofit Quarterly, and BDO FMA, each with decades of experience in understanding the tools, frameworks, functions, and patterns of nonprofit finances. The Financial Commons will be a platform for work that transcends individual markets and supports the uptake of effective nonprofit financial practices nationwide. It will aggregate the best and most meaningful tools and resources, while also hosting original programming such as webinars and expert conversations and will provide a platform for community engagement through discussion groups and message boards. In addition to supporting nonprofit executives in their financial strategy and leadership, the goal of the Commons will be to increase collaboration across the sector for those that support these leaders, breaking down silos in the capacity-building community and providing space for knowledge sharing and engagement.

Summary of position: The Financial Commons intern will provide coordination for communications and meetings, data gathering and analysis, and documentation for creation of the Financial Commons.

Reports to: Kate Barr, President & CEO, Propel Nonprofits President & CEO

Classification: Intern, temporary, non-exempt

Compensation: \$20.00 per hour

Schedule: 20 hours/week; flexibly scheduled; approximately 12 weeks, May - August 2021

Location: Remote work, with technology provided. If the intern is based in the Twin Cities area, there is an option of some work in Propel's office in NE Minneapolis.

Responsibilities:

- Schedule, coordinate, and host virtual meetings of the partner organizations. Create and distribute meeting notes and any follow-up materials.
- Support contracted facilitator to schedule, coordinate, and host virtual meetings of advisory and focus groups. Act as primary point of contact for participants about schedules, logistics, and meeting materials.



power your mission

- Assist contracted facilitator with meeting notes and documentation of meetings.
- Assist with research requests related to creation of the Commons, including environmental scans, data collection, and analysis and documentation.
- Provide project management and coordination for inventory, assembly and planning for content and resources for Financial Commons platform.
- Create a plan for, and manage, documentation of the planning, research, and creation process for the Commons.
- Additional coordination or project support that arises during the project.
- Opportunity for additional research related to the project based on the Financial Commons Intern's interests or course of study, as time allows.

Qualifications:

- Commitment to the mission, vision, values of Propel Nonprofits and the nonprofit sector.
- Commitment to infusing a diversity, equity, and inclusion lens in work process and product.
- Knowledge of, coursework, and/or experience in the nonprofit sector and nonprofit management.
- Demonstrated ability to organize, plan, and manage multiple assignments to meet deadlines.
- Proficiency in MS Word, Excel, Outlook, PowerPoint, and online research skills.
- Excellent interpersonal and collaboration skills with the confidence to interact effectively with people at all levels of management and staff.
- Excellent organizational and communication skills.
- Critical thinker, skilled at understanding, distilling, and effectively communicating complex ideas.
- Self-motivated and able to work independently in a remote environment while seeking appropriate direction and guidance from others when needed.

Additional benefits:

- Professional development experiences may include trainings, workshops, team meetings, and events and can be tailored to the intern's goals and field of study.
- Academic credit may be available through an academic department or program.
- Learn about the nonprofit sector, facilitation, and project management.
- Opportunity to engage with sector leaders.

Accommodations

We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. Currently, we are working from



power your mission

home, and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

To Apply

Please send a cover letter and resume, or equivalent, to:

Elizabeth Appel at eappel@propelnonprofits.org.

If you have questions about the role, call Elizabeth at 612-249-6829

Applications due by May 17, 2021.

The process includes virtual interviews and reference checks for final candidates.

Propel Nonprofits is an equal opportunity employer.



power your mission

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.



power your mission

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.