

## Junior Associate Program

We are offering a six month paid internship for someone with a desire to support the critical work of nonprofit organizations. As a member of our incredible team, you will spend your days supporting Sheikh/Impact's tenacious work to raise the capacity of nonprofit organizations solving the toughest issues facing our communities. You will support the client services team with **organizational development, fundraising and communications**.

### Job responsibilities

- Conduct research on public and private institutional funders, as well as individual donors.
- Collaborate with client services staff to create a competitive pitch/case for support.
- Track and manage funder pipelines and systems for clients.
- Draft and fine-tune grant proposals, letters of intent, reports, strategic plans and other written materials.
- Interview community stakeholders to inform strategic plans.
- Craft compelling testimonials and stories for client publications.

### What we value and what we are looking for:

- *Superior writing skills.* From grants to publications, writing is our superpower. Is it yours? We want someone whose writing is smart, sharp, strategic, creative and reflects the diverse voices of our clients.
- *Critical thinking skills.* Can you keep digging until you find a satisfactory answer? We need you to be able to look at a piece of writing and consider all perspectives.
- *Curiosity.* To do this job well, you'll have to dive into every topic affecting our region: homelessness, health care, juvenile justice, equitable arts access, etc. Does that sound fun? We think so. It's actually our favorite part of the job.
- *Passion for making the region a healthier, safer, more equitable place for everyone.* We work toward this goal every day by raising the capacity of the organizations doing *that exact* work. We do what we do best, so they can do what they do best — and achieve lasting impact.

### Preferred Qualifications

- Recent or emerging graduate interested in nonprofit, marketing, communications, public administration or a related field.
- Motivated self-starter, with ability to develop creative solutions.
- A self-starter with the ability to simultaneously task, prioritize, and manage time.
- Superior written communication and organizational skills; strong interpersonal skills.
- Ability to work in a fast-paced, dynamic environment.
- Must be extremely computer literate and proficient in Microsoft Office (Word, Excel, PowerPoint).

### Compensation

\$20/hr for 20-25 hours a week (minimum of 2 days in office).