



Ongoing Internship Opportunities

Role Summary

The internship program is designed to expose students and early career professionals to philanthropy and the not-for-profit sector and to provide them with a rich learning and development experience. Assignments vary but generally include analytical, research, and special project support. Students also attend weekly staff meetings and periodic learning sessions with senior staff. Positions will be available in our programs department for students who are able to contribute 16-30 hours per week for 10 weeks.

Duties include: research on high-impact funding opportunities in direct services, system capacity building, policy and advocacy, and research and innovation; conduct due diligence of nonprofit organizations, including financial analysis using annual reports and Form 990 filings; and compilation of impact reporting measurements for donors.

Key Qualifications

- Passion for improving the lives of those managing mental health and substance use conditions
- Excellent interpersonal skills
- Possess excellent computer skills and demonstrated proficiency in the use of the Google Workspace, including Google Drive, Slides, Sheets, and Docs
- Have excellent written and verbal communication skills
- Be interested in the work of nonprofit organizations and foundations
- Ability to thrive in a startup environment
- Out of the box thinker to support creative change
- Able to manage tight deadlines
- Graduate degree program students preferred

Submit applications by emailing your resume and a cover letter detailing future career aspirations to careers@mindfulphilanthropy.org. We reach out to internship applicants on a rolling basis.