



Global Minnesota®

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## Nonprofit Management & Operations Internship

**Global Minnesota Fall Internships** are **12-14-week \$500 stipend** opportunities that provide exposure into one of the largest World Affairs Councils in the United States. Throughout the internship, you will gain **hands-on experience** working in a **nonprofit setting**, expand your professional network, and develop a deeper understanding of **Nonprofit Management and Administration** area. Activities are based on business needs and do not involve project ownership. Our internships are **approximately 10 hours per week**, with the majority of that time in the office on Tuesdays through Thursdays between 10:00 am and 5:00 pm, based on a mutually agreeable schedule.

### About the internship:

This internship will work directly with Global Minnesota's Director of Operations. The Director of Operations has responsibility for the areas of administration, finance, board of directors, marketing, human resources, technology, facility and some individual fundraising. The **Nonprofit Management Intern** assists with wide ranging projects across all these areas, based on the daily priorities of the Director of Operations.

### Internship features include:

- Hands-on experience working for a World Affairs Council nonprofit organization
- One assigned supervisors who will provide training and guidance
- Opportunity to join Global Minnesota staff meetings to gain deeper understanding of our operations
- Free admittance to selected public programs
- Complimentary Global Minnesota membership
- Networking opportunities
- Gain both administrative and program-specific skills
- Optional stipend of \$500 available

### What the internship will look like:

Wide ranging projects across all areas of operations, based on daily priorities, which may include:

- Research a broad range of topics, from global topics to marketing concepts to purchasing decisions
- Research best practices at other nonprofits within Global Minnesota's network
- Prepare short written executive summaries and 1 page concept papers
- Assist with high level event planning for private events
- Conduct prospect research on potential donors or partners
- Draft emails and correspondence
- Assist with board materials

- Create and organize information in spreadsheets
- Organize information and records; review statistics to assess trends
- May assist with the hiring process and onboarding new staff; board meetings and board orientation planning
- Assist with project planning and tracking

### **What you bring to Global Minnesota:**

- Be pursuing an Associate's, Bachelor's, or Master's degree, or have recently graduated
- Writing skills/enjoy writing
- Able to work with changing priorities; flexible
- Discreet; some projects will be internal-only or confidential
- Strong interest in working on detailed projects that require a commitment to accuracy
- Previous office and project experience and good communication skills preferred
- Experience with Raiser's Edge database software or another CRM a plus

### **Skills & mindset:**

- Dependable, globally-minded students with an interest in learning and the ability to write well, pay attention to details, be part of a team, and respond to feedback would be a great fit for this opportunity.

### **Timeline of program:**

- **Start date:** first or second week of September
- **Expected completion:** first or second week of December

**Reports to:** Director of Operations

### **Important considerations:**

- Able to work in-person at the Global Minnesota office 6 to 8 hours a week and up to 2 to 4 hours remotely
- Access to equipment and shared-drive will be provided in-office only
- This is an unpaid internship with an optional \$500 stipend available to those who successfully complete 12-14 weeks at about 10/hours week
- The internship involves engagement with important daily tasks and is not set up to lead or own independent end-to-end projects

### **More about Global Minnesota:**

Global Minnesota is the state's leading non-profit for international engagement. Global Minnesota is a nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota continues 70+ years of connecting Minnesotans to the world and the world to Minnesota. For more, visit our website at: [www.globalminnesota.org](http://www.globalminnesota.org).