



## **Nonprofit Research Internship**

### **About the Internship**

Interested in learning more about consulting and the nonprofit sector? Then this internship opportunity is for you. The ideal candidate will assist Achieve consultants and staff with nonprofit and Client research needs.

### **About Achieve**

Achieve is a consulting firm that delivers strategies to strengthen donor relationships and increase fundraising performance. Achieve works with nonprofit organizations that need to build the skills of its fundraising department, acquire resources for new and existing needs, and engage donors in meaningful ways.

The intern will perform the following functions:

- Maintain and update the Achieve Resource Library
- Assist in the development new resources for use by clients.
- Maintain the Achieve community of clients at the basic levels.
- Provide support to Associates and Achieve leadership.
- Develop presentations for Achieve leadership and Achieve clients.

Applicants studying management, nonprofit management, philanthropic studies, public management, public affairs or business are preferred. An interest in client development and/or nonprofit consulting is a plus.

Minimum Requirements

- Valid Driver's License or reliable transportation to and from Achieve offices
- Must be currently enrolled in an undergraduate or graduate-level degree program
- Ability to utilize Microsoft Office Suite, PowerPoint and/or Photoshop

**All interested applicants should submit a resume and cover letter via email to [applicant@achieveguidance.com](mailto:applicant@achieveguidance.com)**

**Summer and Fall 2011 Opportunities are available.**