



Nonprofit Finance Fund

INTERNSHIP DESCRIPTION: Summer Associate, Nonprofit Finance Fund

NFF Department: Finance & Administration, New York City (Headquarters Office)
Project Title: Summer Associate
Duration: June 9, 2008 to August 15, 2008 (dates flexible)
Paid: \$500/week and Short Term Disability Coverage
Category: Intern

PROJECT SUMMARY: The intern will manage the Financial Planning & Analysis and Treasury function of a multi-million dollar nonprofit. He/She will learn budgeting analysis and treasury management under the guidance of the Senior Associate, Financial Planning & Analysis and Treasury.

PROJECT DESCRIPTION: The intern will provide key analysis in the following areas: financial planning for NFF, annual budget monitoring, monthly forecasts and special projects; prepare analysis to assist senior management in understanding trends, risks and opportunities for the organization; and manage cash and investments to maximize yield while minimizing risk.

Primary Responsibilities:

- Preparing monthly budget comparison reports for all sites, discussing material variance with site directors and department heads, and recommending/preparing budget modifications as required
- Prepare general ledger entries and analysis
- Participating in special projects requiring significant financial analysis
- Maintaining relationships with banks and managing the cash and investment portfolio
- Analyzing existing procedures and processes and recommending improvements

BENEFITS to the SUMMER ASSOCIATE: This internship will provide a unique opportunity to enhance your knowledge of nonprofit finance by managing the budgeting and treasury function of a multi-million dollar nonprofit. The intern will gain hands on experience and make decisions that have a direct impact on the financial management of NFF. During the course of this internship you will be exposed to all aspects of nonprofit finance and have the opportunity to interact with senior management and all levels of staff.

Nonprofit Finance Fund (NFF) is a leading provider of financial resources and advisory services to nonprofits nationwide. Focused on the sector's capitalization needs, NFF helps nonprofits manage and expand their businesses to fulfill their mission and better serve their clients. NFF services include loans, loan guarantees, asset-building services and the NFF Nonprofit Business Analysis. NFF has a staff of more than 60 in DC, San Francisco, New Jersey, Boston, Philadelphia, Detroit, and New York, location of its national headquarters.

Minimum Education/Experience Required:

- Bachelor's degree in Finance or Economics, Masters preferred
- At least 1 year of Finance and Accounting experience
- Strong oral and written communication skills and excellent organizational skills required
- Extensive experience using Microsoft Excel. Advanced systems capabilities preferred.

To Apply: Email Resume with a cover letter, stating how you heard about the position to careers@nffusa.org. Please put: "NFF Internship-Finance" in Subject line

NFF is an Equal Opportunity Employer.
To learn more please visit our website: www.nonprofitfinancefund.org.

