



Nonprofit Finance Fund

2008 NFF Internship

INTERNSHIP DESCRIPTION: Summer Associate, Nonprofit Finance Fund

NFF Department: Philadelphia Office
Project Title: Intern
Duration: 10 weeks, eg. June 9, 2008 to August 15, 2008 (dates flexible)
Paid: \$500/week and Short Term Disability Coverage

PROJECT SUMMARY: The summer intern will provide support to Nonprofit Finance Fund, a community development financial institution that is regulated by the US Department of Treasury. S/he will work with staff in NFF's Philadelphia office, providing support of current projects and research for emerging initiatives. The ideal candidate will have a basic understanding of the nonprofit sector and nonprofit financial statements.

Primary Responsibilities:

- *Project Implementation* – Assist Philadelphia Site Director with implementation and tracking of current projects; work will include tracking of outputs and data collection for funder reporting. Support ongoing administrative functions of the Philadelphia office including: answering phones, database maintenance, file organization, etc.
- *Financial Analysis* – Using NFF's analysis engine, review audited financial statements to identify key information that will inform data interpretation. Review findings together with data analysis to draw conclusions about the financial health of the client nonprofit. Prepare draft reports for NFF staff to use in meetings with clients.
- *Special Projects* – Assist NFF staff in the development of new initiatives; work will include assisting in the research and writing of concept papers.

Qualifications:

- Experience/knowledge of financial management and accounting; familiarity with nonprofits strongly preferred.
- Consulting experience preferred.
- Proficiency with Microsoft Office applications including Excel and PowerPoint.
- Self-starter with the ability to work independently as well as collaborate with a close-knit group.
- Interest in pursuing a larger role within the organization.

To Apply: Email your resume with a cover letter, stating how you heard about the position, addressed to Joanne Bursich, at careers@nffusa.org. Please title the email "Intern - PH."

To learn more about NFF, please visit www.nonprofitfinancefund.org. NFF is an equal opportunity employer.