



THE COLUMBUS FOUNDATION

Community Research and Grants Management Intern

The Columbus Foundation, the seventh largest community foundation in the United States, is seeking an individual to provide support and programmatic assistance to the Community Research and Grants Management (CRGM) department. This temporary, paid internship is designed for an undergraduate student or incoming freshman enrolled in an accredited college or university. The selected candidate will work with members of the CRGM team to build and enhance the Foundation's nonprofit database. The experience will also serve to increase the selected candidate's awareness of the roles community foundations and philanthropy play in improving and strengthening the community.

Responsibilities include communication and outreach with central Ohio nonprofits, via telephone and email; information management; image collection and resizing; and general administrative activities. The desired candidate has a strong interest in the Columbus community; outstanding communication, organizational, and project management skills; interest in the nonprofit sector; excellent database skills; and the ability to work collaboratively with others.

Time commitment: June-August 2017
10-15 hours per week, for approximately 12 weeks

Compensation: \$2,000 stipend upon completion of the internship

For confidential consideration, please send your resume and a letter of interest by mail or electronically to:

Hailey Stroup
Nonprofit Engagement Administrator
The Columbus Foundation
1234 East Broad Street
Columbus, OH 43205
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www.columbusfoundation.org

The mission of The Columbus Foundation is to assist donors and others in strengthening and improving our community for the benefit of all its residents.

The Columbus Foundation is an equal opportunity employer.