



# Executive Leadership Intern

## Overview

At the Community Foundation of Johnson County (CFJC), we work to be the trusted leader of charitable giving by supporting donors, nonprofit organizations, and our communities. We do this through our mission of connecting communities who care with causes that matter to support sustainable change. To support this important work, we are seeking a motivated and enthusiastic Intern to work directly with the CEO of the Community Foundation of Johnson County. This internship offers a unique opportunity to gain hands-on experience in the nonprofit sector, learn about community philanthropy, and participate in high-level organizational activities. The intern will support the CEO with various projects, research, and strategic initiatives, providing valuable insight into the operations and leadership of a community foundation.

Applications will be open from August 1<sup>st</sup> – September 3<sup>rd</sup>. To apply, please send a resume and cover letter to [info@cfjc.org](mailto:info@cfjc.org).

## Internship Position Description

### Community Leadership Intern

Title: Executive Leadership Intern

Hours: 10-12 hours/week; September - December

Supervisory Responsibilities: None, Zero Direct Reports

Compensation: \$15 per hour

### Primary Purpose

The Executive Leadership Intern for the Community Foundation of Johnson County will be responsible for supporting the CEO with various projects, research, and strategic initiatives, providing valuable insight into the operations and leadership of a community foundation. This position requires skills in project management, detail-oriented processes, and data analysis.

### Essential Job Functions

- **Research and Analysis:** Assist with research on community needs, emerging trends in philanthropy, and potential funding opportunities. Prepare reports and presentations to support strategic decision-making.
- **Event Coordination:** Help plan and organize community events, donor meetings, and foundation activities. This includes logistics, communications, and on-site support.
- **Communication:** Draft correspondence, social media posts, and content for newsletters or other communications. Maintain and update contact lists and databases.
- **Administrative Support:** Provide general administrative support, including scheduling meetings, preparing agendas, and taking minutes. Assist with day-to-day office tasks as needed.
- **Project Assistance:** Support ongoing projects by gathering information, coordinating with other team members, and tracking progress. Take on special assignments as directed by the CEO.
- **Learning and Development:** Attend relevant meetings, workshops, and networking events. Engage in professional development opportunities provided by the foundation.

## **Education & Experience**

Currently enrolled in a degree program in nonprofit management, public administration, business, social sciences, or a related field.

Previous experience in a nonprofit or community-focused role is a plus, but not required. An interest in learning about the workings of a community foundation and nonprofit leadership is essential.

## **Job Skills and Attributes**

*Skills:* Strong research, analytical, and writing skills. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), and familiarity with Canva is helpful.

*Attributes:* Excellent organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously. Strong communication skills and a passion for community service and philanthropy.

## **Essential Functions**

The essential functions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Those functions include but are not limited to: operating a computer, office equipment, telephone, and printer; the ability to move about space in the office and at events, and access required materials; the employee may be called on to move objects up to 20 lbs. from one point to another and regularly detect outside, environmental stimuli; and the ability to reliably travel to off-site meetings, events, and vendors will be necessary and access to transportation is required.

## **Accountability and Decision Making**

This position reports to the President & CEO and works with employees within the organization, as well as community foundation board and committee members. The employee must be able to differentiate between urgent and non-urgent matters, collect relevant information and consult with a supervisor or other team member before making major decisions. They must understand organizational priorities and implement projects accordingly. Employees may be asked to perform other duties as apparent or assigned.

## **Benefits:**

- **Hands-on experience** – gain practical experience in the nonprofit sector through event and task management.
- **Networking** – Build connections with nonprofit professionals and community leaders in Johnson County.
- **Professional Development** – Participate in webinars, meetings, and trainings alongside CFJC staff.

## **To apply:**

Please send resume and cover letter to [info@cfjc.org](mailto:info@cfjc.org) by September 3<sup>rd</sup>, 2024.