



2014 SUMMER INTERNSHIPS IN PHILANTHROPY

POSITION OVERVIEW: Neithercut Philanthropy Advisors (NPA) seeks two independent, self-starters to serve as Summer Interns in our Detroit office.

COMPANY: Neithercut Philanthropy Advisors is a growing professional services firm with offices in Detroit, MI and Chicago, IL. We are an entrepreneurial firm that handles the philanthropic affairs for a select group of families and we advise foundations on how to engage in effective, rewarding philanthropy.

PRIMARY DUTIES

Assist NPA staff with regular administrative activities including:

- Performing research on prospective clients, industry trends and data specific to client projects.
- Maintaining the CRM Database.
- Preparing administrative documents such as: invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Answering phones.
- Preparing mailings to clients and prospects.
- Scheduling meetings with clients and prospects where appropriate.
- Supporting development of client deliverables.
- Attending internal client meetings where appropriate.
- Organizing client-related materials and ensuring they are available to NPA staff when needed.
- Managing specific elements of client projects as assigned.

MINIMUM QUALIFICATIONS

- Previous experience working or volunteering in the non-profit sector.
- High level of interest in the nonprofit sector and philanthropy.
- Demonstrate a high level of professionalism on the phone and in-person.

- Excellent written and verbal communication skills.
- Ability to be productive with little supervision.
- High level of interest in being part of a growing entrepreneurial enterprise.
- Keen attention to detail and strong interest in helping organize complex projects.
- High degree of proficiency with computing, including the full MS Office suite (Word, Excel, Outlook, and PowerPoint), and the Internet.

DESIRABLE CHARACTERISTICS

- Ability and interest in learning new skills and new content.
- Knowledge of administrative and clerical procedures, managing files and records, and other office procedures and terminology.
- Research and grant writing experience.

LOCATION: Stroh River Place in downtown Detroit. Secure covered parking provided.

HOURS: 40 hours per week. Work hours are 8:30 am to 5:00 pm, Monday-Friday. After-hours work is occasionally required to ensure that the firm is able to deliver work products to clients on time.

SALARY: This is a paid temporary position. The internship will last from May to September depending upon the availability of the successful candidates. Each intern will receive a weekly stipend of \$300.

TO APPLY: Please submit cover letter and resume to Info@neithercutphilanthropy.com by May 30, 2014. Please no phone calls. We encourage you to submit your application by email, but you may also mail a copy to us at:

Neithercut Philanthropy Advisors
Attn: Summer Intern Search
300 River Place, Suite 5000
Detroit, MI 48207

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