



Cramer & Associates
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Dublin, Ohio 43017
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Job: Internship; Entry-Level

Location: Remote Work Opportunity

Job Length: August 2020- December 2020

Reports To: Senior Consultant or EVP

Cramer & Associates: Cramer & Associates is a nationally recognized, philanthropic consulting firm that has been serving nonprofit organizations, corporations and foundations since 1987. We are a full-service firm that offers our clients a wide range of services, including feasibility studies, campaigns, strategic planning, board training, marketing & communications, and much more. Cramer identifies organizations' strengths and opportunities and develops customized services that ensure mission fulfillment is achieved and empowers organizations to impact their communities. For more information, visit cramerphilanthropy.com.

Job Summary: This is an entry-level internship position that will support the Executive Team. Interns will learn about the full landscape of various size nonprofits working with executive level consultants day-to-day. This individual must enjoy working in a virtual, fast-pace, positive, action-oriented environment and have exceptional computer skills and be able to learn new skills quickly.

Cramer Intern Experience: As part of your internship, the Cramer Team will provide guidance to help you refine your strengths, build your resume as well as expand your network across the nonprofit sector. Interns will have monthly professional development activities and sessions and develop and present a presentation for the executive team at the end of their experience. The Cramer Team will meet with interns at the beginning of the semester to identify professional development and align job responsibilities.

Essential Duties & Responsibilities Include, But Are Not Limited To:

- Uphold strong client service & hospitality during all interactions including digital and phone.
- Schedule important meetings with nonprofit and corporate executives, donors and community leaders.
- Write and proof grants, letters, and other outbound communications for various nonprofits.
- Layout and design graphic elements in InDesign or Canva to be used in print and digital.
- Write, design and set up digital communications including social media posts, e-newsletters and update websites.

- Research potential grantors, donors, stakeholders, study interviewees using WealthEngine and other prospect research systems.
- Prepare for project plans, presentations, meeting agendas, reports and other documents each week for client meetings.
- Prepare presentation and project framework ensuring senior consultant meets deadlines.
- Take notes, identify actions and track progress on client account.
- Write and prepare corespondence including e-mails, letters and phone scripts.
- Develop client project timelines and track to ensure on time delivery.
- Research potential clients reviewing websites, social media and other communications.

Education/Computer Skills: Ideal candidates should be working on a Bachelor's or Master's degree in Public Relations, Marketing, Nonprofit Management, Business Administration, English, Journalism, Graphic Design and be interested in a career in the nonprofit sector. Candidates must have exceptional computer skills in Microsoft Office Suite, Canva or InDesign, GoogleDocs, Dropbox & Gmail.

Internship: The internship is remote and work will be performed virtually. Candidate must use their own computer for the position. A stipend is provided and candidate will need to commit to 15-20 hours per week of work. Some weekends may be required.

More Information: Please send resume, cover letter, three writing and design samples gretchen@cramerfundraising.com. If you have taken the Clifton Strengths, please provide your top five strengths. Initial phone interviews will begin August 14 and continue until ideal candidates are placed.