



MIND & LIFE
I N S T I T U T E

Philanthropy Internship

Title: Philanthropy Intern

Dates: Academic Year, Summer

Schedule: 10hrs/week during the Academic Year; up to 20hrs/week over Summer

Supervisor: Director of Philanthropy

Internship Overview:

The Mind & Life Institute operates as a nonprofit organization thanks to the charitable contributions of individuals, foundations and sponsors. Charitable contributions are the source of more than 90% of Mind & Life's budget. The Philanthropy Intern would work with the Director of Philanthropy and the Philanthropy Team who are responsible for donor research, identification & cultivation, securing major gifts, corporate and foundation grants individual giving, and planned giving.

Important/Critical Activities:

- Researching and writing proposals for grant applications
- Conducting in-depth research about grant applications and organizations
- Developing and maintaining a database with all the information corresponding to grant organizations and deadlines.

Professional Development:

Philanthropy interns will have the opportunity to:

- Gain experience in many areas of philanthropic giving with real world applications and practice.
- Gain an understanding of organizational budgeting process and reporting of actual versus budget along with variance analysis.
- Advance writing and communication skills.
- Gain experience working in a nonprofit setting and as a member of a team.
- Form professional connections and learn from the dynamic Mind & Life staff and its global community of scholars, scientists and contemplatives.
- Explore contemplative practice for personal and professional development.

Qualifications:

- Technical proficiency using Mac OS, Google Apps, and Excel
- Professional communication and conduct appropriate to emailing and speaking directly with donors
- Close attention to detail and quality of large datasets
- Desire to gain experience in nonprofit philanthropy
- Preferred: Basic understanding of relational database design and functionality
- Preferred: Some experience in administrative role