

Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Charity Navigator

Internship Role Title:

Nonprofit Data Collection and Outreach Intern

Industry Classification

For Profit

Internship Category

Nonprofit Data Collection and Outreach Intern

Number of roles available:

1

Available to (select any that may apply)

College Student

Work Location (select any that may apply)

100% Virtual

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

No, the work location isn't accessible by public transportation

If this work location isn't accessible by public transportation, is there any additional support you can provide the intern?

No, additional support will be provided by the host.

Mission of Hosting Organization

To make impactful giving easier for All

How does this internship role support the mission/purpose of the organization

How does this internship role support the mission/purpose of the organization:

This internship will contribute to the organization's mission of improving user experience through fostering connections with nonprofit organizations and Charity Navigator's network of nonprofit representatives.

What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

Although this internship will focus on program team initiatives, there will also be the opportunity to work with our marcomms team as well.

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

The intern will attend weekly kudos meetings, monthly organizational meetings, as well as intern workshops that are lead by staff members from other teams.

Anticipated Start Date	Tuesday, May 27, 2025
Anticipated End Date	Friday, August 8, 2025
Total Number of Weeks for the internship:	10
Total Number of hours per week the intern is expected to work:	20
Workday starts at: (start time or flexible)	Flexible(core start time is 8AM EST)
Workday ends at: (start time or flexible)	Flexible
Host Organizations website:	www.charitynavigator.org
Hiring Contact Name	Kim Blackman
Hiring Contact Email	kblackman@charitynavigator.org
Mentor Name	Julia Bieniek
Mentor Email	jbieniek@charitynavigator.org

Internship Summary

We are seeking a motivated and detail-oriented intern to join our Summer Internship program. This internship offers an exciting opportunity to gain hands-on experience in data collection, research, and nonprofit outreach.

Interns will work alongside our teams to collect missing information, verify existing nonprofit information and records, and ensure accurate data sets. The interns will play a key role in nonprofit outreach and identifying and filling gaps in data from a range of public sources, including annual reports, web scraping, and direct communication with the organizations themselves.

Essential Responsibilities of this role?

Data Collection and Outreach:

Identify a segment of nonprofit organizations and assist in systematically reaching out to these organizations to request and complete missing or incomplete data

Demo Charity Navigator's nonprofit portal features for small nonprofit organizations

Conduct outreach to organizations, explaining the importance of nonprofit transparency about financial health, impact, and operations

Research and Analysis

Efficient ways of acquiring and verifying data

Public information analysis and web scrubbing to populate missing data points, assess annual reports, and review other relevant documents that enhance data accuracy

Team Collaboration & Support

Participate in weekly meetings to discuss challenges, solutions, and best practices for outreach, data collection, and verification.

Help create a cohesive system for tracking progress and measuring nonprofit data completion rates.

Skill Development Opportunities

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Adaptability

Work Ethic

Knowledge and skills required for this role

Enrolled in an undergraduate program, preferably in fields related to Business, Nonprofit Management, or a related area

Strong attention to detail, with excellent organizational and communication skills.

Great interpersonal skills

Ability to work independently and as part of a team.

Comfortable reaching out to external organizations via phone, email, or other methods.

A basic understanding of data collection methods, web scraping tools, and data analysis is a plus.

Passion for nonprofit work or social impact.

What does success look like for the intern at the end of the summer

approach to connecting with smaller nonprofit organizations and established connections with 50 nonprofit organizations.

Prepared by:

Kim Blackman

Date

Friday, December 20, 2024