



Cleveland Neighborhood Progress is a local community development funding intermediary with over thirty years of experience investing in community revitalization work in Greater Cleveland. Neighborhood Progress was founded in 1988 and serves a unique function as the only local intermediary in the region. Our mission is to foster inclusive communities of choice and opportunity throughout Cleveland, and our vision is one where Cleveland's neighborhoods are attractive, vibrant, and inclusive communities where together, people from diverse incomes, races, and generations thrive, prosper, and choose to live, learn, work, and invest.

Job Description

Position: CDC Advancement Intern

Status: Part-time, 15-25 hours per week

Salary: \$13 - \$15 per hour, negotiable

Duration: January 2019 – December 2019

Reports To: Manager of CDC Advancement

Responsibilities:

- Support CDC Advancement's grant-making and capacity building agenda. Tasks include:
 - Research and document capacity building and professional development trainings and workshops and input into Professional Development and Capacity Building Calendar
 - Assist with grant management and administration, and prepare reports detailing grantee progress towards specific project goals and on CDC Performance Standards
 - Attend and support CDC Advancement working groups and committees
 - Prepare reports and make recommendations for the Progress Index data tool
 - Assist with planning, volunteer coordination, and evaluation of annual Progress Institute event
- Manage CDC Advancement's Internship Placement Program
 - Assist CDCs with the creation and distribution of internship postings
 - Attract local students to fill positions
 - Serve as a liason between CDCs and local universities
 - Research potential grants to support internship program
- Support CDC Advancement's research agenda. Tasks include:
 - Assist with qualitative and quantitative data collection, entry, and analysis
 - Prepare professional reports and presentations
- Perform all other duties as assigned

Qualifications:

- Currently enrolled in Bachelor's degree program or higher
- Passion for community development, program and grant management, research and evaluation, and nonprofit organizational development
- Excellent written, verbal, and interpersonal skills
- Ability to work independently and creatively in a fast-paced environment
- Proficient with Microsoft Office

Please send resume and cover letter to Nina Holzer, Manager of CDC Advancement, at NHolzer@ClevelandNP.org.