



Consulting, Business Development Intern

ABOUT PARKES PHILANTHROPY

Parkes Philanthropy is a social impact consulting firm dedicated to equipping constituents with the ideas, resources, and support they need to positively impact the world. Parkes Philanthropy works with nonprofit organizations and businesses looking to create or enhance their social impact strategy, and individuals looking to engage strategically in the social sector. Our vision is to empower any constituent seeking to create positive change.

With over 60+ years of combined experience in the social sector, the backbone of Parkes Philanthropy is our talented Consultants, a collective of dynamic individuals who have each demonstrated the commitment and ability to create change through a lifelong career dedicated to positive social impact.

We are an Equal Employment Opportunity (“EEO”) Employer. It has been and will continue to be a fundamental policy of Parkes Philanthropy not to discriminate on the basis of race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, domestic violence victim status, sexual orientation, age, national origin, alienage or citizenship status, veteran or military status, disability, medical condition, genetic information, caregiver status, unemployment status or any other characteristic prohibited by federal, state and/or local laws. This policy applies to all aspects of employment.

THE OPPORTUNITY

We are seeking three part-time Consulting, Business Development Interns to support our CEO, COO and Director of Partnerships for Parkes Philanthropy’s Spring 2021 Internship program. This opportunity is unpaid, part-time, and students may earn college credit upon completion of the internship if eligible through their institution. Additionally, interns can become eligible for a Project Associate Consultant opportunity.

Reporting to either the COO or Director of Partnerships, each internship will provide a college student (or recent graduate) with the chance to build core skills needed to become a successful philanthropic practitioner. This is a great opportunity to gain direct exposure to client deliverables, proposals, consulting research and analysis, and business development activities to help support mission driven organizations.

WHAT YOU’LL DO

- Connect with our advisor network to forge strong connections and strategic partnerships

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- Engage in cold outreach to nonprofit organizations, small to medium sized businesses, corporations, and young professionals
- Research prospective client organizations and create internal briefing documents to prepare Parkes' leadership for initial conversations
- Build pitch decks and presentations to be shared with prospective clients
- Prepare consulting project proposals to be sent to prospective clients
- Conduct ad-hoc projects and research assignments for Parkes' clients

SCHEDULE

Our ideal candidates would be able to commit to a minimum of 15 work hours and a maximum of 25 work hours a week depending on their schedule. This will be a flexible and remote schedule.

QUALIFICATIONS

- A current student or recent graduate with a background and/or interest in consulting, social impact, philanthropy, fundraising, business development and/or non-profit work.
- Verbal and written communication: a great deal of time will be invested in building powerful relationships with external stakeholders.
- Strong organizational skills, attention to detail, and follow-up skills.
- Technological and design prowess: skilled in building high-impact presentation decks and navigating Google Suite and Microsoft Office (Word, Excel, PowerPoint).
- Exceptional research and analytical skills.

WHO YOU ARE

Our ideal candidates have a passion for social change and professional aspirations in consulting or business development. You are very organized, detail-oriented, and comfortable managing multiple projects in a fast-paced and remote startup setting. You have an interest in learning how non-profits garner support to sustain themselves and businesses can contribute to society through socially responsible programs.

- Proactive: You enjoy being busy and taking on new work. You're not afraid to ask for a project that might seem daunting.
- Detail-oriented: While you thrive in fast-paced environments, you understand that the smallest aspects of a project are vital in producing quality work. Proof-reading, fact-checking, and sourcing work is second nature to you. You have experience and/or comfort in managing multiple tasks and work streams.

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- **Adaptable:** When change happens, you are flexible and can think on your feet. You like to learn new things and can learn them quickly.
- **A Social Impact Advocate:** You have an interest in learning how non-profits garner support and sustain themselves and businesses can become more socially responsible. You are driven to find ways to make our world a better place.
- **An Eager Problem-solver:** Surviving in the non-profit industry is an art, not a science. Whether it's gathering data, rewriting a proposal, or researching industry trends, you are adamant about exploring all options for moving a client forward.
- **A True Team player:** You can work efficiently, digitally and collaboratively in a remote setting with fellow colleagues to manufacture top-notch work. You are communicative, ensuring that all team members are informed of your progress and any challenges that may arise.

HOW TO APPLY

Please submit your resume and cover letter expressing your interest and skills via email to Anna Fuselier at anna@parkesphilanthropy.com and include "Consulting, Business Development Intern" in the subject line. Applications will be accepted on a rolling basis until Dec 1st or until positions are filled. This post will be removed when all positions have been filled.