



## 2025 SUMMER INTERN

### About the Community Foundation for Northern Virginia

The mission of the Community Foundation for Northern Virginia (CFNOVA) is to advance equity through philanthropy and community leadership. Guided by a five-year strategic plan, CFNOVA strives to build a community that works for everyone by fostering inclusivity, equity, and prosperity. Through donor-advised funds, permanent funds, giving circles, and other charitable endowments, CFNOVA is dedicated to addressing the region's most pressing needs and creating meaningful impact for our diverse community.

As an Equal Opportunity Employer, CFNOVA provides equal employment opportunities to all employees and applicants without regard to race, religion, sex, national origin, age, sexual orientation, gender identity, veteran status, or disability. We encourage people from diverse backgrounds to apply.

**LOCATION:** Remote / Office in Fairfax, VA

**TITLE:** Summer Intern

**REPORTS TO:** Department Senior Staff members

**STATUS:** Temporary, 24 Hours/Week

**TERM:** June 1 -August 1

**SALARY:** \$3500

### POSITION SUMMARY

The Community Foundation for Northern Virginia is seeking a candidate for a 2025 Summer Intern. The internship will run from June 2025-August 2025. The CFNOVA Intern will have the opportunity to work in the various departments of the Community Foundation, including, but not limited to the areas of marketing, grants, fundraising, and research and data.

This is a paid internship that will be supervised by the Director of Donor Relations.

### JOB DUTIES AND RESPONSIBILITIES

#### Marketing

- Conducting interviews with public officials or grant recipients
- Creating compelling story content for the Community Foundation's online audiences and platforms, including its website, social media platforms, and e-mail blasts.
- Updating Community Foundation Media and Government Lists for 2025-2026 season.

#### Grants

- Researching other Community Foundation about funding strategies and focus areas
- Reviewing Grant Follow-Up Reports and assess data

#### Fundraising/Donor Services

- Supporting institutional knowledge management in the CFNOVA Donor Database
- Assist with donor stewardship services

#### Research and Data:

- Qualitative analysis of interview and other data

- Report development or other projects related to the Insight Region® Center for Community Research
- Review of literature

Preferred skills/strengths: writing, MS Office/MS Excel (Microsoft Suite), R statistical software, qualitative analysis

#### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Strong attention to detail
- Strong writing ability that is precise, succinct, and error-free
- Familiarity with basic Excel formulas, charts, and analysis tools—experience in R, SPSS, SAS, or STATA is a plus
- Intellectual Curiosity
- A demonstrated interest in social science, economics, or philanthropy
- A demonstrated interest in research and/or communications/marketing

**Interested candidates should submit resume and cover letter to**  
[jobs@cfnova.org](mailto:jobs@cfnova.org).