



## 2026 SUMMER INTERN

### About the Community Foundation for Northern Virginia

The Community Foundation for Northern Virginia is building a region that works for everyone by advancing philanthropy and community leadership. Since 1978, we have united thousands of generous Northern Virginians with the causes they care about through donor-advised funds, permanent funds, giving circles, and charitable endowments. We cultivate enduring partnerships with nonprofits, foundations, government, businesses, and community members, maximizing impact to drive meaningful change.

The Community Foundation proudly serves all Northern Virginians in Arlington, Fairfax, Loudoun and Prince William Counties and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park. CFNOVA is an Equal Opportunity Employer and values diversity and inclusion. All qualified applicants will receive consideration for employment without regard to protected characteristics under applicable law.

**LOCATION:** Hybrid / Remote with required in-person meetings throughout Northern Virginia (NOVA)

**TITLE:** Summer Intern

**REPORTS TO:** Director of Donor Relations

**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 2026 Summer Intern. The internship will run from June 2026 - August 2026. 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, fundraising, and community leadership initiatives.

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

### JOB DUTIES AND RESPONSIBILITIES

#### Marketing/Events

- Assist with collecting, organizing, and curating compelling stories for the Community Foundation's digital platforms, including the website, social media, and email communications
- Support updates to media, government, and stakeholder contact lists to ensure accuracy and usability for outreach and campaigns
- Support summer events (Community Impact Celebration) & creation of donor cultivation and education events for 2026-2027 season
- Provide administrative and content support for marketing and communications initiatives, as needed

#### Donor Services/Fundraising

- Support institutional knowledge management and data hygiene within the CFNOVA donor database, including preparing reports and responding to data requests for the 50<sup>th</sup> anniversary campaign
- Assist with the implementation and refinement of improved tracking, reporting, and moves management processes

- Create and update donor stewardship and impact reports to support donor services and fundraising efforts
- Support data organization and basic analysis related to donors, prospects, and community impact

#### **Grantmaking and Community Leadership**

- Support research and data gathering to support revisions to the grantmaking strategy
- Support research of anchor nonprofits in the region and organizations that participate in/influence policymaking
- Research other community foundations to understand their community leadership strategy and events
- Participate in streamlining the grants application process
- Review the website for up-to-date language regarding grantmaking and scholarships
- Support research for new donor-directed scholarship program

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

- Strong attention to detail and commitment to data accuracy
- Strong written communication skills; writing must be clear, concise, and error-free
- Comfort working with data in Excel, including basic formulas, charts, and analysis
  - Experience with Power BI or other data visualization tools is a plus
  - Exposure to statistical or analytical software (R, SPSS, SAS, STATA) is a plus but not required
- Intellectual curiosity and willingness to learn new systems and concepts
- Demonstrated interest in philanthropy, social impact, nonprofits, economics, public policy, or social science
- Interest in research, data analysis, and/or communications and marketing

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