



The Policy Circle Philanthropy Intern

[Founded in 2015](#), The Policy Circle is a non-partisan, grassroots organization that provides a framework to boost civil discourse and civic engagement. Our proven platform builds leaders who seek solutions for their communities through policies that foster creativity and personal responsibility. Our [virtual](#), live, and grassroots initiatives are built around original, thoughtfully curated Policy Circle Briefs that frame the issues, provide historical context, explore avenues for reform, and encourage local engagement.

The Policy Circle's roundtable discussions empower women to become more vocal in public policy dialogue and civic engagement within their community, their state, and their country.

[Visit our website](#) and [watch our video](#) about The Policy Circle Model to learn more!

The Policy Circle, a nonpartisan 501c(3), is seeking a responsible, enthusiastic, and driven Philanthropy Intern. This role will be the hub of the philanthropy department and an integral component of our success in funding The Policy Circle's mission. If you are the perfect blend of people-person and systems-thinker (who likes to connect the dots) - this is the job for you. Daily work will include interacting with team members as we strategize, conduct research, create pitch decks, and prepare to seize opportunities to fund the mission. This is a remote opportunity.

Role & Responsibilities:

- CRM/data entry
- Keeping existing trackers up to date
- Research prospective donors
- Event outreach

Key Results/Metrics for Success:

Assist the Philanthropy Team in meeting fundraising goals by:

- Streamlining and Maximizing Salesforce implementation/use to boost the effectiveness of fundraising and stewardship efforts;
- Manage Philanthropy Team tasks to strengthen the organization and enhance productivity;
- Help identify new opportunities for funding through strategic research and relationship-centered approach to development
- Creating and managing donor prospect and current donor reports and communications lists.

Requirements & Preferred Proficiencies:

- Excellent research skills



- Ability to synthesize research and identify areas of opportunity and alignment
- Strong written and verbal communication skills with an eye for detail and accuracy
- Skilled using G Suite applications (Sheets, Docs, Slides, Calendar) - and willingness to learn new technology required
- Project management experience required, preferably with knowledge of project management tools such as Smartsheet, Basecamp, Slack, etc.
- Agreement with and enthusiasm for Policy Circle Core Values

How to apply

Submit a cover letter and resume to Sara Hill at sjhill@thepolicycircle.org