



Start With Trust™

The Education and Research Foundation of the
Better Business Bureau
30 East 33rd Street, 12th Floor
New York, NY 10016
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Position: Charity Analyst Intern (Spring 2014)

Program: The New York Philanthropic Advisory Service (NYPAS)

The New York Philanthropic Advisory Service, the Better Business Bureau's local charity review organization that focuses on New York's unique nonprofit community, is seeking Charity Analyst Interns for the spring of 2014. NYPAS seeks motivated, analytical students with strong communication skills and an interest in gaining a uniquely valuable experience in the nonprofit sector. We require at least 12 to 15 hours a week during the semester and we offer students the ability to make their own schedule during their semester with us. We maintain a professional, yet friendly work environment and will gladly assist both you and your educational institution in completing requirements for approval of college/graduate school credit. **The charity analyst will produce reports on New York area charities, based on a review of their financial statements, tax filings, solicitations, governance and informational materials, as well as communicate with local charities and maintain the charity database.** Please note this is an *unpaid* internship, though a travel stipend is available.

The internship will run from late January through May 2014.

Responsibilities

- Review financial, programmatic, fundraising and other materials from area charities in order to determine the charities' compliance with the BBB's 20 Standards for Charity Accountability.
- Prepare charity reports in a new online system for public distribution
- Communicate via written, telephone, and in person communications with New York charities, regarding the NYPAS program and charity evaluations.
- Help with special events and presentations
- Maintain record of and respond to charity inquiries/complaints as needed.
- Assist in the preparation of mailings to area charities as needed.
- Provide support for minor administrative duties.

Qualifications:

- Working towards undergraduate or graduate degree, preferably with course work in finance, accounting, economics, public policy or social policy
- Strong written and verbal communication skills
- An ability to function independently and handle many projects simultaneously
- Computer skills – must know MS Word and Excel; Access a plus
- Responsible and resourceful with a willingness to pitch-in where needed
- Will provide training in finance and accounting for otherwise highly qualified and motivated candidates

This is an *unpaid* internship, although a travel stipend is available.

Please send cover letter and resume via email to:

Jenny K. Castellana, NYPAS Program Associate
Email: jcastellana@newyork.bbb.org