



112 Water Street, Suite 400  
Boston, MA 02109  
www.npq.com

## INTERNSHIP

### Editorial and Fundraising Associate

#### **The Nonprofit Quarterly needs your skills.**

Contribute to the most dynamic and insightful publication in the nonprofit sector as a volunteer or intern. Our small team and large reach into the sector will give you a unique ability to perform meaningful work and to contribute to a venture that is rich in learning opportunities.

#### **About the magazine:**

*The Nonprofit Quarterly* is a 72-page print publication. We synthesize and circulate accessible and timely management information that emphasizes the role of the nonprofit sector and accurately addresses the realities of those working within it.

#### ***The magazine has two major sections:***

1. The *Featured Topic* approximately six to eight articles. Because the development of this section is very research intensive, these articles are generated by invitation from the editors based on our findings (See our basic editorial cycle below).
2. The *Departments* include: advocacy, boards of directors, financial management, fundraising, human resources, opinion, and technology. (1,400 words). We also encourage the submission of working tools and other processes used by those in the field to assess their operations and strategies.

#### ***Our basic editorial cycle:***

1. LISTEN – LISTEN – LISTEN wherever nonprofit leaders gather. What are the issues that nonprofit managers and leaders are struggling with?
2. Identify common themes we have heard. What are the elements and the component parts of these? Are there underlying issues not being spoken?
3. Go out and ask those who may have been thinking about these issues—what's going on? What's the concern about?
4. Review the literature and identify a range of practitioner experiences and expertise.
5. Identify "guides" who are immersed in the feature topic—a guest editor or issue advisors and readers.
6. Develop a treatment including sub-questions. Develop a table of contents that includes a mixture of ideas, data, tangible stories and experience, tools, critical thinking and analysis.
7. Approach authors, interviewees about articles.
8. Commission articles and help authors develop them in relationship to one another so the treatment of the feature topic hangs together.
9. As a result of publication a new "platform" of understanding has been constructed.

#### **Qualifications:**

This position does research on editorial topics to be covered in the Nonprofit Quarterly and on funding sources to be approached for the coverage of special topics. Also aids in implementation of reader surveys. Sits in on editorial team meetings. Excellent position for individual with an interest in journalism and social justice work. Requires strong research skills.

#### **Duties:**

- Research foundations for matches to NPQ ideas for topical coverage
- Help prepare tailored proposals to above
- Help to research topics to be covered in articles and special issues produced by NPQ
- Proof copy and fact check selected articles
- Obtain author copyright permissions
- Other research and tasks as assigned

**Start Date:** January 2009

**Hours:** 8-10, unpaid

**To Apply:** Submit Resume and Statement of Interest