Development and Operations Internship

Location: Remote based in New York City
Duration: January through end of June
Type and Compensation: Full-Time. This is an unpaid internship; college credit is available.
Reports to: Executive Director

About the opportunity

The Parliament of the World's Religions (PoWR) seeks a thoughtful, organized intern to support its fundraising and day-to-day operations. Working with the Executive Director, the intern will assist with donor research, development communications, administrative coordination, and organizational systems. This position offers hands-on experience in nonprofit development and management while contributing to interfaith efforts that promote dialogue, understanding, and cooperation.

Organizational Overview:

The Parliament of the World's Religions (PoWR) is an international interfaith organization with headquarters in Chicago and programs around the world. We carry forward the vision and purposes of the 1893 World Parliament of Religions, the historic beginning of the modern interfaith movement. We are open to people of all religions, spiritual paths, traditions and ethical convictions, consistent with the values of respectful dialogue. All who take part in our work do so in their individual capacity rather than with official representation of any religion or institution. Our mission areas are Peace and Justice, Climate Action, Women's Dignity, the Next Generation, and the Rights of Indigenous Peoples.

Responsibilities

Working with the Executive Director, the intern will:

Development (50%)

- Research prospective individual donors, foundations, corporate supporters, and partners whose interests align with PoWR's mission.
- Help maintain donor and prospect records, contact lists, and fundraising calendars.
- Assist with drafting donor correspondence, acknowledgment letters, fundraising appeals, and outreach materials.
- Support grant preparation by gathering program information, organizing supporting documents, and tracking application and reporting deadlines.
- Help prepare materials for donor meetings and support follow-up and stewardship activities.

- Assist with fundraising events and campaigns, including logistics and participant communications.

Operations (50%)

- Help maintain and organize contact lists, program records, and shared resources.
- Coordinate scheduling, prepare meeting materials, take notes, and track follow-up tasks.
- Support administrative and logistical arrangements for programs, meetings, and events.
- Provide administrative support and contribute to special projects as assigned.
- Support the planning and coordination of programs, meetings, and events.
- Assist with outreach to community members, speakers, volunteers, and partner organizations.
- Participate in various meetings and external events with PoWR partners and prepare summary notes and/or meeting minutes.

Responsibilities may be tailored to the intern's interests, skills, and organizational needs.

Qualifications

- Interest in nonprofit fundraising, operations, and interfaith engagement.
- Strong written and verbal communication skills.
- Strong organizational skills, attention to detail, and ability to manage multiple deadlines.
- Research skills and an ability to summarize information clearly and accurately.
- Ability to work independently and collaborate with a team in a remote environment.
- Ability to work respectfully with people of different beliefs, backgrounds, and perspectives.
- Familiarity with Google Workspace or Microsoft Office, including spreadsheets.
- Discretion and care when handling confidential donor and organizational information.

Relevant coursework, volunteer experience, and community involvement are welcome. Experience with fundraising, event coordination, or contact management systems is helpful but not required. Prior professional experience is not required.

Learning opportunities

The intern will develop practical skills in donor research, fundraising communications, grant support, nonprofit administration, and operational coordination. The role includes staff guidance, feedback, and exposure to how an international interfaith organization builds relationships and manages the systems that sustain its work.

How to apply

Please submit a resume and a brief statement describing your interest in the position to **hiring@parliamentofreligions.org** with the subject line "Development and Operations Internship" by **Thursday, December 10.**

We welcome applicants from all religious, spiritual, and secular backgrounds.