

Nonprofit Capacity Strengthening Internship Overview

Internship Overview

Support Center is hosting an internship program for individuals interested in nonprofit organizational development/capacity strengthening will gain experience through a mixture of hands-on work, monthly gatherings with leaders, and professional development opportunities.

The internship will begin in September 2026 and conclude in May 2027. Interns are expected to commit 10-15 hours per week during their host organization's business hours and will be paid \$25/hour. The intern will work remotely, with occasional days in the office for events and planning sessions.

About Support Center

[Support Center for Nonprofit Management](#) is a nonprofit capacity building organization created as part of an international network of management support organizations (Support Centers of America) originally established in 1971. We have been a trusted partner to nonprofits in the greater New York/New Jersey/Connecticut area for more than 30 years. Support Center specializes in organizational development, consulting and executive transition.

Within the world of management support organizations, we are unique in our commitment to be a deeply engaged "partner" to the nonprofits with which we work. We take the long view in committing to help our partners and propose long-term navigational support for organizations to ensure that our work leads to sustained change and success. We work in close collaboration with our clients, ensuring that the work is focused on accomplishing goals as we continuously assess progress and refine strategy as needed.

Our program areas include [Strategy and Management](#), [Organizational Navigation](#), [Professional and Leadership Development](#), and [Executive Transition](#).

Role and Responsibilities

Core Responsibilities:

- Provide administrative support to programs staff, such as taking minutes during calls with internal and external partners, performing data entry and updates to the website, supporting events, and other ad hoc projects as they occur.
- Manage and/or contribute to projects in partnership with staff members and affiliate consultants. This may include:

- Research on funders and nonprofit organizations
- Creating, administering, and analyzing surveys
- Creating slide decks
- Supporting Support Center communications via LinkedIn posts, formatting newsletters via Canva and Constant Contact
- Drafting client proposals, agreements, and reports
- Entering or updating data in Salesforce
- Participate in monthly gatherings with leaders about emerging topics in the leadership development & capacity strengthening fields

Learning and Growth Goals:

- Develop an understanding of the different forms of capacity strengthening from coaching to consulting and facilitation, as well as project management
- Build a personal network of capacity strengthening practitioners and organizations
- Explore nonprofit capacity strengthening as a long-term career path
- Contribute meaningfully to the host organization's goals and work

Qualifications:

- Passionate about social justice and learning about capacity strengthening in the nonprofit sector
- Interested in learning about the work of supporting nonprofit leaders to build, manage and maintain healthy, vibrant, and impactful organizations
- High-school diploma or equivalent;
- Proficient with office tools (ex. Microsoft Office, Zoom, Google Docs, Canva, Constant Contact, Salesforce, etc.) and/or willingness to learn;
- Ability to work independently and as part of a team;
- Proficient written and verbal communication skills;
- Preferred, but not required: connections to and/or recent lived experience with, BIPOC and transgender-centered and/or led communities.

How to Apply

Interested applicants should complete [this application](#) by **Friday, August 14th, 2026**.

Support Center for Nonprofit Management is a standalone 501c3 organization and is an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.