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## Summer 2026 Impact Interns Position Description

### Organization Information

**Organization Name:** Maryland Association of Nonprofit Organizations

**Address:** 1500 Union Avenue Suite 2500 Baltimore, MD 21211

**Organization Website:** <https://marylandnonprofits.org/> and <https://standardsforexcellence.org/>

**Organization Description:** For more than 30 years, Maryland Nonprofits has championed a stronger, more effective nonprofit sector, providing advocacy, resources, and support as a 501(c)(3) nonprofit and statewide membership association. Maryland Nonprofits' mission is to strengthen organizations for greater quality of life and equity. Maryland Nonprofits is the home of the Standards for Excellence Institute which works to strengthen nonprofit governance and management and enhance the public's trust in nonprofit organizations.

### Position Logistics

**Intern Preference:** No preference

**Start and End Date:** Flexible, Early June to mid August

**Hours per Week:** Flexible, but anticipating about 20 hours per week for 10 weeks

**Number of Weeks:** Flexible, but we anticipate 10 weeks

**Expected Daily Hours:** Our normal work hours are 9 am to 5 pm or 8 am to 4 pm. A part time intern could work half days five days per week or two and a half full days or something similar. We may have one evening event during this internship.

**Important Availability Dates:** We will have a member networking event this summer and the date has not yet been determined.

**Location:** Hybrid of in-person and remote work

- Approx. 2-3 in-person days each week
- In-person address: 1500 Union Avenue. Suite 2500 Baltimore MD 21211

### Position Information

#### Core Technical Skill Set:

- Communications - includes writing, copy editing, and public speaking
- Research - includes academic research, landscape analysis, and compiling recommendations and issue histories

**General Duties and Responsibilities:**

- Identifying needs and drafting written educational materials in response to frequently asked questions, especially for the program's topical training program series and for the series of 49 Standards for Excellence educational resource packets
- Conducting research and writing educational materials on selected topics upon request from nonprofit organizations and for publications such as Maryland Nonprofits Weekly Update and Blog Series
- Research and preparations related to the Standards for Excellence Licensed Consultant program which will be offered in Fall 2026
- Research and due diligence related to potential replication partners and Licensed Consultants
- Provide technical assistance (and conduct research that will be utilized by team members providing assistance) to board members and staff of individual nonprofit organizations on a broad range of nonprofit management topics, including: board development, fundraising, human resources management, organizational development, volunteer management, nonprofit start-up etc. Emphasis will be on helping groups to implement Maryland Nonprofits' *Standards for Excellence*, a comprehensive code of conduct for nonprofit organizations.
- Assist with staffing management and governance related training programs, as needed and as schedule permits

**Specific Deliverable(s):**

- Prepare Standards for Excellence training program based upon one or more nonprofit governance and management benchmarks in the Standards for Excellence code
- New article or content developed in response to issues of critical interest to nonprofit board and staff leaders
- Research report on potential new out of state partner for Standards for Excellence program
- Develop new approach to solving a problem related to delivering programs to members of Maryland Nonprofits and the Standards for Excellence Institute

**Required Qualifications:**

- Desire to learn about nonprofit management and governance
- Strong writing and communication skills
- Demonstrated experience in one or more nonprofit organizations as a volunteer, an intern, or a staff person

**Preferences:**

- Familiarity with Microsoft Office, experience with Excel, Word, Powerpoint
- Strong planning skills and high attention to detail

- Be a flexible, skilled problem-solver who takes the initiative to advance and complete tasks

**Physical Demands of Position:** N/A