Employment Opportunity

2016 Internship Program

Position Description

The 10-week internships, which run from mid-June through the end of August, are paid positions without benefits. Designed to expose students to the philanthropic and nonprofit sectors, the internship experience will help develop and strengthen the professional skills required to work in these fields. Assignments will vary, but generally include positions within the Foundation’s administrative, analytical, research or grantmaking divisions. All internships will be based out of the Foundation’s headquarters in Flint, Michigan.

The 2016 Internship Program will be open to students who are:

- Enrolled full-time graduate students or undergraduates entering their junior or senior year;
- Maintaining a minimum GPA of 3.0 or higher;
- Able to work a 35-hour week; and
- Legal to work in the United States.

Candidates for these internship positions should be team players able to solve problems, organize their work, communicate effectively, pay attention to detail, and maintain a professional attitude and work habits. The Foundation is particularly interested in students majoring in areas of study related to nonprofit organizations and philanthropy.

Please review the opportunities listed below, and indicate in your cover letter which of the following areas interest(s) you:

- Programs – Civil Society
- Programs – Education
- Programs – Environment
- Programs – Flint Area
- Library Services

Program Interns will work on a variety of issues and topics relevant to the Foundation’s grantmaking interests within a team setting. Assignments will vary based on a combination of the Foundation’s needs and on the interests of the intern. All interns will, at a minimum, have the opportunity to conduct research on issues, contribute to the development of strategies, write internal recommendations and/or analyze potential grants and accompany program staff to meetings and events.
Library Services Interns will work with the Foundation’s librarian on a series of special projects focused on digitizing and documenting the Foundation’s rich history of grantmaking. Interns will have the opportunity to help design and implement state-of-the-art systems to scan, catalog, and store grant- and grant-related information dating back to the Foundation’s founding in 1926. Interns will contribute to the development of strategies for preservation, digital information capture and archival cataloging. In addition to an interest in library science and archival management and preservation, potential candidates should indicate any prior experience in philanthropy, the nonprofit sector, or knowledge of Flint, Michigan and its history.

How to Apply

Individuals interested in this position should apply by March 31, 2016, with a resume, cover letter, and grades to hr@mott.org.

The Mott Foundation is an equal opportunity employer and encourages diversity of thinking, background and perspective among its staff. All qualified individuals are encouraged to apply.

About the Mott Foundation

The Charles Stewart Mott Foundation, established in 1926 in Flint, Michigan, by an automotive pioneer, is a private philanthropy committed to supporting projects that promote a just, equitable, and sustainable society. It supports nonprofit programs throughout the United States and, on a limited geographic basis, internationally. Grantmaking is focused in four programs: Civil Society, Education, Environment, and Flint Area. In addition to Flint, offices are located in metropolitan Detroit, Johannesburg, and London. With year-end assets of approximately $2.7 billion in 2015, the Foundation made 400 grants totaling more than $119 million. For more information, visit www.mott.org.