



Nonprofit Leadership & Operations Internship

The Nonprofit Leadership & Operations Internship offers an immersive experience in nonprofit leadership, organizational operations, and mission-driven work. Interns will work closely with Austin Angels' CEO and Chief of Staff, gaining firsthand experience in nonprofit leadership and the day-to-day operations that drive a growing organization.

This internship provides broad exposure to nonprofit management through meaningful collaboration across Programs, Development, Marketing, Operations, and Executive Leadership. Interns will contribute to meaningful projects while learning how strategy, culture, fundraising, communications, and organizational excellence work together to create lasting impact for children, youth, and families experiencing foster care.

Throughout the internship, students will develop professional skills in leadership, communication, project management, event coordination, and organizational effectiveness while gaining a behind-the-scenes understanding of nonprofit leadership.

1. Expectations:

- Demonstrate our core competencies: professionalism, passion, positivity, adaptability and initiative
- Communicate proactively and meet deadlines
- Show flexibility and a willingness to support projects across multiple departments
- Take ownership of assigned projects while asking thoughtful questions
- Approach all work with curiosity, creativity, and a willingness to learn and grow

- Maintain confidentiality and exercise professionalism when handling sensitive information

2. Requirements

- Passion for supporting children and families experiencing foster care
- Interest in nonprofit leadership, organizational operations, business administration, communications, fundraising, events, and/or project management
- Strong organizational skills with attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple priorities
- Self-motivated with a willingness to learn and take initiative
- Comfortable working independently and collaboratively
- Laptop with internet access
- Reliable transportation
- Willingness to work from our office in Buda, with some remote work

3. Common Internship Tasks

- Support leadership with administrative projects and organizational initiatives
- Assist with meeting preparation, agendas, presentation materials, note-taking, and follow-up action items
- Help coordinate internal meetings, trainings, and staff events
- Support planning and execution of fundraising events, volunteer experiences, and community events
- Assist with project management and cross-department collaboration
- Conduct research for grants, partnerships, and vendors
- Assist with donor stewardship projects
- Assist with volunteer, donor, and community partner engagement

- Help maintain organizational documents, templates, and operational systems
- Support special projects as organizational priorities evolve
- Design and complete an end-of-internship Legacy Project that contributes lasting value to Austin Angels

For more information please contact daniela@austinangels.com