



**Organization:** The Brinson Foundation, Downtown Chicago (Near the Water Tower)  
**Position:** Paid Part-time Summer Intern

### **Our Mission**

The Brinson Foundation is a privately funded philanthropic organization that provides monetary grants to local and national nonprofit organizations. These grants provide an opportunity to focus the Brinson family's common interests in encouraging personal initiative, advancing individual liberties, and positively contributing to society in the areas of education and scientific research.

### **Position Opportunity**

If you are a currently enrolled college student who is interested in the nonprofit sector – maybe you have volunteered with an organization, provided money to support a cause, or thought about how to address societal challenges – you might find this internship rewarding. The position will offer you a unique look into the nonprofit sector, as we provide grants to a range of organizations in the areas of *Education* and *Scientific Research*. During your time with the Foundation, you can expect to be exposed to a range of nonprofit programs and learn to network with interns, staff, and additional leaders from peer organizations. This opportunity would serve as a great first experience for those interested in pursuing work in the nonprofit space after college. Along with this, it is an opportunity to receive professional mentorship, develop your own professional identity, and collaborate on a ten-week-long professional project. Please note, this internship does require in-person work. Priority will be given to applicants entering their second, third, or fourth year of undergraduate study in the fall of 2026.

### **Responsibilities**

The Summer Intern will assist staff in implementing grantmaking strategies and in conducting important administrative tasks that enable the work of the Foundation. In addition to attending staff meetings, the intern will undertake self-directed projects, as applicable, under the supervision and guidance of Foundation staff. The intern will also regularly check-in with an on-site mentor at the Foundation, join staff in conducting site visits with grantees, and participate in discussions about relevant topics in the Foundation's grantmaking. Beyond these Foundation related activities, the Summer Intern will attend events both in-person and virtually on multiple days each week. These events, organized and led by The CAFE Group, are part of a cohort experience for summer leaders in peer foundations and local nonprofits, events all intended to support the intern's own professional learning and growth.

### **Preferred Qualifications and Experiences**

- Currently pursuing an associate or bachelor's degree
- Excellent research and analytic skills
- Strong verbal and written communication
- Attention to detail and strong organizational skills
- Self-motivated and able to manage multiple tasks

- Able to work with minimal supervision and be a strong collaborator
- Appreciation for diverse perspectives
- Good judgment and integrity
- Punctual with a day to day schedule and project deadlines
- Flexible and able to assume additional responsibilities as assigned
- Comfortable using technology for composing and editing documents, displaying and interpreting data, constructing presentations, and communicating across devices and applications
- Interest in championing science in the pursuit of new knowledge and discoveries
- Interest in education's potential to contribute to the betterment of individuals and society

**Start Date:** Week of June 1, 2026  
**End Date:** Friday, August 7, 2026  
**Length:** 10 weeks  
**Location:** 737 N. Michigan Avenue, Chicago, IL (**in-person work required**)

**Hours:** Part-time – 20 hours/week  
**Compensation:** \$21/hour, paid twice per month

### **Applying**

Please submit a resume (one-page preferred) and cover letter (also one-page preferred) to [mail@brinsonfoundation.org](mailto:mail@brinsonfoundation.org) with “Summer Internship” in the subject line, no later than Friday, March 6th.

In your cover letter please indicate in whichever order you wish:

- how you became aware of this internship opportunity;
- your interest in working in the philanthropic or nonprofit sector;
- any experience, specific knowledge, or interests you have related to the Foundation's grantmaking priorities;
- and a description of the skills you believe will help you fulfill the responsibilities and expectations listed above.

### **References**

Please note, individuals invited for an interview will be asked to provide up to two references for us to contact via phone. These references might include current or former employers, professors, instructors, coaches, or others who have acted in a supervisory capacity and can speak to your demonstration of one or more of the “preferred qualifications and experiences” listed above.