



CONSTELLATION FUND

Scope of Work Summer Intern (Consultant)

I. Objective of this Student Consultancy

The [Constellation Fund](#) is seeking a student intern to serve as a consultant to the impact team for summer 2026 with an interest in supporting a growing organization and a passion for poverty-alleviation. The consultant will support the Impact team with research on economic mobility, analysis of the Twin Cities nonprofit landscape, and executing evaluation processes. This is an excellent role for a student interested in non-profits, philanthropy, poverty-alleviation, and/or program evaluation.

Location: This role will require some in-person meetings at the Constellation Fund office in Minneapolis and some remote meetings using Google Suite and Zoom.

II. Background on Constellation Fund

The Constellation Fund makes evidence-based investments of philanthropic resources in the nonprofits making the largest measurable improvements to the living standards of those below the poverty line in the Twin Cities 7-county metro area. Constellation thoughtfully applies the principles of modern economic decision-making to the important business of local philanthropy. Constellation conducts detailed quantitative analyses along with best-in-class qualitative consideration in order to identify and fund poverty-fighting interventions that, judged with the best available evidence, are the most impactful among the available options.

The Constellation Fund uses [metrics](#) to conduct a benefit-cost analysis on organizations being assessed for potential grant funding. These metrics measure and monetize the impact of the organization's work on the lives of participants. We then combine our quantitative analysis with a qualitative assessment of organizations to make final grant decisions.

III. Responsibilities of the Consultant

The consultant will support our Impact team with research and analysis, database management, and evaluation processes. This role offers hands-on experience conducting research that directly informs Constellation's grantmaking strategy.



Key responsibilities will include the following:

- Research and Evidence Support:
 - Utilize research databases such as PubMed, ERIC, JSTOR, ScienceDirect, etc. to assist evaluation team in updating evidence for new and existing metrics
 - Update citation libraries, including organizing and tagging evaluation metrics documentation
 - Research and analyze the local nonprofit sector landscape and map it to Constellation's grantmaking framework
 - Develop a 1-pager on the economic impact of one or more of Constellation Fund's mobility milestones (e.g. Adult and Family Thriving)
- Grantmaking Support:
 - Support Grantmaking in site visits and by editing and polishing site visit notes
 - Provide ad hoc database cleaning and entry
 - Support updates to the grant report content and format design
 - Map trades training to Constellation's Growth Fund framework and prepare a 1-pager of the findings

IV. Qualifications

- A current undergraduate senior or graduate student in a field directly relevant to Constellation's grantmaking work, which includes economics, statistics, public policy, program evaluation, non-profit management, and public health.
- Experience conducting research, whether academic or professional.
- Strong writing skills with a keen eye for editing and proofreading.
- Competent in Excel and Google Suite.
- Detail-oriented self-starter with excitement for working in a fast-paced start-up environment. An ability to take on, solve, and manage a variety of needs in a self-directed manner.
- Has access to own laptop computer and reliable access to the internet.

V. Period of Work

The intern will carry out this work over approximately three months. The specific start and end dates will be determined based on intern availability and Constellation Fund's operational priorities.



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VI. Reporting

The intern will be contracted by the Constellation Fund and report to the Employment Program Officer while collaborating closely with the entire Impact team.

VII. Compensation

The intern will be paid an hourly rate of \$16.50. The total estimated time required for this consultancy is up to 100 hours, approximately 10 hours per week for 10 weeks.

VIII. Application

To apply, please send a brief letter indicating your interest and relevant experience for this consultancy along with your resume to impact@constellationfund.org. Applications will be accepted on a rolling basis until the position is filled.

The Constellation Fund is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Applicants from underrepresented backgrounds in philanthropy and applicants who identify as low-income are encouraged to apply.