Business Plan Research & Financial Analysis Micro-Internship

Project: Birdie's Nest Business Plan Financial Refresh

Organization: Rosalie Murrey Memorial Foundation
Time commitment: 48 hours over 6–8 weeks
Suggested fields: Business, Finance, Accounting, Economics, or related fields
Work arrangement: Remote or hybrid

PROJECT OVERVIEW

The Rosalie Murrey Memorial Foundation is developing Birdie's Nest, an inclusive early learning model designed to expand meaningful opportunities for children with and without disabilities. The Foundation developed a comprehensive business plan in 2024 for its proposed early learning center. We seek a student to refresh the financial assumptions and directly related portions of that existing plan using current research.

This is a targeted technical and financial update, not a new business plan, an overhaul of the program model, or an analysis of the separate partner-site pilot.

WHAT YOU'LL DO
• Review the 2024 business plan, underlying financial model, and supporting materials.
• Research current Spokane-area early learning market conditions and relevant cost benchmarks.
• Refresh wage, benefits, staffing-cost, and other operating-expense assumptions using documented sources.
• Update existing financial spreadsheets, preserving transparent formulas and clearly labeling assumptions.
• Revise only business-plan sections affected by verified financial or market updates.
• Compare original and updated assumptions, identify material changes, and flag unresolved questions for Foundation review.

EXPECTED DELIVERABLES

1. Updated financial workbook with transparent calculations and documented assumptions.
2. Targeted revisions to the existing 2024 business plan.
3. Concise research and change log identifying sources, material differences, and outstanding decisions.

WHAT WE'RE LOOKING FOR
A detail-oriented student with strong research and spreadsheet skills, familiarity with financial analysis, and the ability to work independently while documenting sources and assumptions accurately.

PROJECT SUPPORT AND STRUCTURE

The Foundation will provide the existing plan, available financial materials, and initial orientation. The student will propose an initial work plan, participate in brief weekly mentorship check-ins, present a midpoint progress update, and deliver final editable files with a short handoff summary.