

Philanthropy Fellows Program: Building the Next Generation of Philanthropy Professionals

Sample Philanthropy Fellow Position Descriptions

Updated March 2018

The following sample position descriptions are derived from past Philanthropy Fellows positions. They are intended to help you develop your own position description by giving you an idea of the types of work Philanthropy Fellows can do and the kinds of qualifications to expect from graduate and undergraduate students. For additional information or ideas about how to work with a Philanthropy Fellow, contact Rebekah Seder, seeder@washingtongrantmakers.org.

SAMPLE UNDERGRADUATE PHILANTHROPY FELLOW POSITIONS

GRANTS ADMINISTRATION FELLOW

TERM: Fall Semester 2018

HOURS PER WEEK: 15

Position Description:

The Philanthropy Fellow will work closely with supervisor and other foundation staff to provide support for the organization's grantmaking activities, including:

- Assisting with announcements of RFPs and outreach to prospective applicants
- Assisting with logistics for grant workshops
- Providing customer service of general inbox for the foundation
- Serving as a contact point for letters of inquiry and requests for information
- Reviewing proposals for completeness and assisting with follow-up calls to request additional information when needed
- Writing application summaries
- Assisting in planning and logistics for site visits
- Assisting with data entry on results from funding decisions and mailings of decline/acceptance letters
- Assisting with coordination and logistics of annual Grantee Awards event
- Providing administrative support and assisting with general office duties, as needed
- Special projects, as requested

Long-term Project:

The fellow, in consultation with his/her supervisor, will take the lead on compiling all

grant recommendations and other materials for the grants committee meeting in November 2019.

Qualifications and/or Skills Desired:

- A passion for the foundation's work and strong interest in the philanthropic/nonprofit sector
- Previous internship or part-time work experience
- Highly organized with ability to prioritize competing demands
- Strong written and verbal communication skills
- Strict attention to deadlines and details
- Proficiency with PowerPoint and Excel

DONOR ENGAGEMENT FELLOW

TERM: Fall Semester 2018

HOURS PER WEEK: 10

Position Description:

The Fellow will work in collaboration with supervisor and the rest of the development team to:

- Conduct prospect research
- Assist in the development, execution, and coordination of marketing and communications strategies
- Draft letters, reports and copy for webpages, social media and newsletters
- Assist in the development of protocols to track and measure impact of engagement and development efforts.

Long-term Project:

The fellow, in consultation with his/her supervisor, will develop a set of recommendations on how to strengthen the organization's donor outreach and engagement process.

Qualifications and/or Skills Desired:

- Excellent writing, verbal and interpersonal skills
- Strict attention to details and deadlines
- Proficiency with PowerPoint, Excel and Publisher
- Ability to quickly learn new CRM/database platforms
- Familiarity with effective use of social media
- Willingness to take direction; comfortable being proactive about suggesting process improvements
- Some knowledge of development and strategic communications desirable
- Strong knowledge and/or interest in development and the region's nonprofit sector

SAMPLE GRADUATE PHILANTHROPY FELLOWS POSITIONS

PROGRAM FELLOW

TERM: Academic Year 2018-2019

HOURS PER WEEK: 20

Position Description:

The Philanthropy Fellow will work closely with the Foundation's Senior Program Officer to provide support for the housing and homelessness grantmaking program. The Philanthropy Fellow will:

- Conduct research into and draft memos for staff regarding best practices in systems reform grantmaking and effective advocacy strategies
- Meet with representatives of community organizations, foundations, and public agencies
- Provide grantmaking support, including reviewing applications and grantee reports, monitoring/tracking grants, capturing key information and drafting impact reports to be shared with funding partners
- Assist with preparation of written grant recommendations and other materials for docket(s) and special projects, as requested
- Provide general administrative and project management support

Long-term Project:

In consultation with staff, the Philanthropy Fellow will plan and execute a stakeholder convening in April 2019 to release an forthcoming report on housing affordability in the Greater Washington region.

Qualifications and/or Skills Desired:

- At least one year of full-time work experience
- Critical thinker
- Detail oriented/strong organizational skills
- Ability to synthesize information
- Ability to multi-task and juggle competing priorities
- Ability to work independently
- Research/writing experience
- Strong written/verbal communications skills
- Interest in grantmaking, nonprofit sector, social justice issues

RESEARCH & EVALUATION FELLOW

TERM: Academic Year 2018-2019

HOURS PER WEEK: 15-20

Position Description:

The Philanthropy Fellow will undertake research to be used to help inform the organization's strategic philanthropic investments. Duties will include:

- Researching relevant public policy issues
- Conducting literature reviews and best practice studies on strategic interest areas
- Drafting letters, policy memos, and other related writing projects
- Creating profiles of best practices in the Greater Washington region
- Providing analysis, research, and reports to monitor current grantees and to inform future grantmaking

Long-term Project:

In close partnership with supervisor, the fellow will develop impact assessment metrics for each grantee, assessing program progress and reporting quality to monitor grantees' performance.

Qualifications and/or Skills Desired:

- Solid internship experience or 1-2 years of full-time work experience
- Excellent research and writing skills (work samples required)
- Experience with drafting policy memos
- Strong interpersonal skills and ability to quickly learn and master new subjects
- Strict attention to deadlines and details
- Proficiency with Microsoft Office products, including PowerPoint and Excel
- Willingness to take on additional duties as necessary
- Knowledge of corporate social responsibility a plus, but not required

COMMUNICATIONS FELLOW

TERM: Academic Year 2018-2019

HOURS PER WEEK: 20

Position Description:

The Philanthropy Fellow will work closely with supervisor and other foundation staff to provide support for the organization's communications activities, including:

- Monitoring news, blogs, e-newsletters, and other sources of information related to the foundation's strategic focus areas and grant portfolios
- Creating content for the foundation's website and helping to ensure reach of that content
- Compiling and analyzing website metrics such as traffic, referrals, ads, and emails
- Assisting with public relations efforts through the preparation of press releases, talking points, letters to the editor, op-eds, and presentations
- Driving activity on social media sites, including Twitter, Facebook, and LinkedIn
- Supporting foundation events onsite and online (live tweeting, video and photography, blogging)
- Coordinating and developing content for the foundation's e-newsletter
- Special projects, as requested

Long-term Project:

The fellow, in close consultation with staff, will develop a communications plan for the foundation's new strategic framework, to be launched in March 2019.

Qualifications and/or Skills Desired:

- At least one year of full-time work experience, or solid internship experience
- Demonstrated interest in public interest communications required; previous internship or other professional experience in communications preferred, but not required
- Exceptional writing, editing, and oral communication skills
- Must be highly organized and able to prioritize competing demands
- Demonstrated commitment to social justice and strong interest in nonprofits and/or philanthropy
- Proficiency in Photoshop, Drupal, and WordPress preferred, but not required
- High energy and flexibility to work in a changing environment
- A sense of humor