

**Philanthropy Fellows Program:  
Building the Next Generation of Philanthropy Professionals**

**Position Description**

Organization Name:	AARP Foundation
Address:	601 E St NW, Washington, DC 20049
Website:	<a href="https://www.aarp.org/aarp-foundation/grants/">https://www.aarp.org/aarp-foundation/grants/</a>
Organization Description:	<p>At AARP Foundation, our vision is a country free of poverty where no older person feels vulnerable and our mission is to serve the vulnerable 50+ by creating and advancing effective solutions to help them secure the essentials.</p> <p>We work to increase economic opportunity and social connectedness of vulnerable older adults. As both a grant-maker and a direct service provider, we identify interventions that we can implement directly or through close collaboration with other organizations, including our grantees.</p>

Internship Time Period:	<input checked="" type="checkbox"/> Academic Year 2018-2019 <i>(Early September – Mid-May. Graduate students only.)</i>	<input type="checkbox"/> Fall Semester 2018 <i>(Early September – Mid-December)</i>	
Hours Per Week ( <i>maximum 20 for grad fellows; 16 for undergrads</i> )	<u>20</u>		
Undergrad/Grad Fellow Preference:	<input type="checkbox"/> No preference	<input checked="" type="checkbox"/> Graduate	<input type="checkbox"/> Undergraduate

<p>Internship Description and Duties:</p>	<ul style="list-style-type: none"> <li>• Communication and collaboration with various internal department staff and external programs;</li> <li>• Meetings with representatives of community organizations, foundations, and public agencies;</li> <li>• Grant making support, including reviewing applications and grantee reports, monitoring/tracking grants, capturing key information and drafting impact reports to be shared with funding partners;</li> <li>• Assist with preparation of written grant recommendations and other materials for special projects, as requested;</li> <li>• Provide general administrative and project management support.</li> </ul>
<p>Description of a long-term project the Philanthropy Fellow will lead or substantively contribute to.</p>	<p>The Grants Strategy &amp; Communications Fellow will be responsible for a comprehensive grantee communications project. This will include the creation and management of grants management website content, such as 1-page impact profiles for print and web posting. The individual will gather information from grantees (directly or via surveys) to construct profiles, which will live on AARP Foundation’s grants management webpage. In addition, the individual will gather necessary information and work with communications and technology teams to develop an online strategic planning tool and maintain a searchable grantee database and create compelling content for AARP Foundation’s grants webpage.</p>
<p>Qualifications and/or Skills Desired:</p>	<ul style="list-style-type: none"> <li>• Critical thinker</li> <li>• Detail oriented/strong organizational skills</li> <li>• Ability to synthesize information</li> <li>• Ability to multi-task and juggle competing priorities</li> <li>• Ability to work independently</li> <li>• Research/writing experience</li> <li>• Graphic/web design (preferred)</li> </ul>
<p>The following information is required:</p>	<p><input checked="" type="checkbox"/> Resume                      <input type="checkbox"/> Other _____</p> <p><input checked="" type="checkbox"/> Cover Letter</p> <p><input checked="" type="checkbox"/> Writing Sample</p>
<p>Interviews will be conducted in August via the following methods:</p>	<p>In-person only</p>