

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

**Position Description**

Organization Name:	ACT for Alexandria
Address:	201 King Street, Suite 200, Alexandria, VA 22314
Website:	www.actforalexandria.org
Organization Description:	<p>ACT for Alexandria, a community foundation, was founded in 2004, strives to increase charitable investment and community engagement in Alexandria, VA. ACT convenes residents around issues of importance, works with nonprofit and city agencies to collaborate in areas of mutual interest, and connects donors with causes about which they are passionate. ACT provides community-minded and philanthropically inclined residents with ways to better focus their contributions in the community and thus have a broader impact on those in need and the larger community.</p> <p>ACT will be embarking upon strategic planning to set a strategy for moving forward as a community foundation. The results of this process will begin implementation in the Fall of 2018.</p> <p><b>NOTE:</b> ACT is located in the heart of Old Town about a mile east towards the Potomac River from the King Street Metro Station. We are on the second floor above the Comfort One Shoes store at 201 King Street. There are 18 rather steep stairs up to get to our office space and sadly, the building does not have an elevator.</p> <p>There will be a parking allowance for this position.</p>

Internship Time Period:	<input checked="" type="checkbox"/> Academic Year 2018-2019 <input type="checkbox"/> Fall Semester 2018
Hours Per Week ( <i>maximum 20 for grad fellows; 16 for undergrads</i> )	<u>15- 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>	<p>The fellow will assist ACT:</p> <ul style="list-style-type: none"> <li>* In its outreach and community investment programs;</li> <li>* Reviewing data and making recommendations for ACT's communication strategy;</li> <li>* Supporting the communications consultant in engaging ACT stakeholders;</li> <li>* Reviewing previous program plans and outcomes data; provide recommendations to Chief Program Officer;</li> <li>* Drafting newsletters and meeting agendas;</li> <li>* Researching vendors for sponsorships;</li> <li>* Writing web copy and social media content.</li> </ul>
<p>Description of a long-term project the Philanthropy Fellow will lead or substantively contribute to.</p>	<p>The fellow will partner with ACT staff to operationalize the strategic direction set forth by the board. This will include:</p> <ul style="list-style-type: none"> <li>*Working with CEO and consultants on ACT's branding and communications strategy</li> <li>*Working with the Chief Program Officer to create ACT's 2019 programming plan</li> </ul>
<p>Qualifications and/or Skills Desired:</p>	<ul style="list-style-type: none"> <li>* Understanding of nonprofit management and strategy</li> <li>* Strong writing and communications skills</li> <li>* Familiarity with social media platforms and traditional media outlets</li> <li>* Ability to work independently</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>