**WRAG’s Philanthropy Fellows:**
*Building the Next Generation of Grantmakers*

**Fellowship Position Description**

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Community Foundation for the National Capital Region</th>
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<tbody>
<tr>
<td>Address:</td>
<td>1201 15th Street NW, Suite 420, Washington, DC 20005</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.thecommunityfoundation.org">www.thecommunityfoundation.org</a></td>
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<tr>
<td>Organization Description:</td>
<td>The Community Foundation works to ensure equity, access, and opportunity for all residents in the Washington metropolitan area. Our mission is to strengthen the region by encouraging and supporting effective giving and by providing leadership on critical issues in our community. We are a community of givers dedicated to inspiring and creating change across the Washington region and beyond.</td>
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**Fellowship Information:**

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<tr>
<th>Fellowship Time Period:</th>
<th>☑ Academic Year 2017-2018 (Early Sept – Mid-May)</th>
<th>☐ Fall Semester 2017 (Early Sept – Mid-Dec)</th>
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<tr>
<td>Hours Per Week:</td>
<td>☐ 10 hours/week       ☐ 15 hours/week       ☑ 20 hours/week</td>
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<td>Fellow Preference:</td>
<td>☑ Graduate           ☐ Undergraduate</td>
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| Fellowship Description and Duties: | The Fellow will work in collaboration with the Development and Philanthropic Engagement team in the DC Office. The Fellow will:  
- 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 with the DC Office's grantmaking and donor engagement initiative, Sharing DC, and other efforts;  
- Assist in the development of protocols to track and measure impact of engagement and development efforts. |
| Qualifications and/or Skills Desired: | o Excellent writing skills  
o Excellent verbal and interpersonal skills  
o Strict attention to details and deadlines  
o Strong knowledge and proficiency with PowerPoint, Excel and Publisher  
o Familiarity with effective use of social media  
o Some knowledge of development and strategic communications desirable  
o Strong knowledge and/or interest in development and the region’s nonprofit sector |
| The following information is required: | ☑ Resume  
☑ Cover Letter  
☐ Writing Sample |
| Interviews will be conducted in late August via the following method(s): | ☐ Telephone  
☐ Skype/video conferencing  
☑ In person |