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

**Fellowship Position Description**

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<tr>
<th>Organization Name:</th>
<th>The Community Foundation for the National Capital Region</th>
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<tr>
<td>Address:</td>
<td>1325 G Street, NW, Ste 480 (new office location - effective July 5, 2017)</td>
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<td>Website:</td>
<td><a href="http://www.cfnrcr.org">www.cfnrcr.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 OR Fall Semester 2017</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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<tr>
<td>Fellow Preference:</td>
<td>✔ Graduate   □ Undergraduate</td>
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Fellowship Description and Duties:

The Fellow will work closely with the Foundation’s Senior Community Investment Officer to provide support for the Safety Net /Housing & Homelessness Initiative and Philanthropic Services (PS) grantmaking programs.

The goal of the Safety Net Initiative is to meet the basic human needs of individuals and families by increasing access to high quality services (such as food and shelter); increasing housing security; strengthening services for homeless families and youth; and strengthening the safety-net service delivery system. Our regional strategy is: to provide grants to address homelessness and housing; help the region’s safety-net system operate more effectively; and increase and/or preserve safety net funding and improve public policies to reduce poverty over the long term. The current focus of our Safety Net Initiative is housing and homelessness.

Safety Net/Housing Security: In 2014, CFNCR released a comprehensive report on the region’s shelter and housing system that identifies investment opportunities to address gaps in service and describes the housing security system in the region (including emergency shelter, transitional housing and affordable housing). Since then, our efforts have been focused on addressing needs identified in the study and the companion guide for funders. The Philanthropy Fellow may assist with:

- Grantmaking
- Support next phase of Housing & Homelessness Initiative (including research into best practices, systems reform; advocacy efforts; public policy ; and grantmaking)
- Convenings and communications/outreach efforts
- Meetings with representatives of community organizations, foundations, and public agencies
- Provide general administrative and project management support

Donor Services and Grantmaking Support:

- Grantmaking support for donor advised fund grantmaking programs
- Review grantee reports, monitor /track grants
- Capture key information and draft impact reports to be shared with donors and/or funding partners
- Assist with preparation of written grant recommendations; and other materials for docket(s) and special projects, as requested
- Assist with donor engagement activities such as forums/events
- Assist with research pertaining to donor or foundation investment areas (e.g., criminal /youth justice, homelessness, etc)

Fundraising: Assist with efforts to identify funding sources and support proposal development for the Safety Net/Housing Initiative.
### Qualifications and/or Skills Desired:
- Critical thinker
- Detail oriented/strong organizational skills
- Ability to synthesize information
- Ability to multi-task and juggle competing priorities
- Ability to work independently
- Research skills
- Writing experience
- Strong written/verbal communications skills
- Sense of humor
- Flexibility
- Interest in grantmaking, nonprofit sector, social justice issues
- Interest in homelessness/housing

### 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 (if necessary)
- [x] In person (preferred)