Fellowship Position Description

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>The Community Foundation in Prince George's County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>8181 Professional Place, Ste. 275, Landover, MD 20785</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.thecommunityfoundation.org">www.thecommunityfoundation.org</a></td>
</tr>
<tr>
<td>Organization Description:</td>
<td>The Community Foundation in Prince George's County (CFPGC), a regional affiliate of the Community Foundation for the National Capital Region, was established in 1994. Our mission is to strengthen the Washington metropolitan region by encouraging and supporting effective giving and by providing leadership on critical issues in Prince George's County, Maryland. Additionally, CFPGC serves as an advocate and supporter of the County’s nonprofit organizations helping to connect them to community resources. In addition to its grantmaking role, the Foundation partners with local, regional, and national stakeholders on initiatives designed to address the needs of residents and insure the sustainability of the County’s nonprofit sector.</td>
</tr>
</tbody>
</table>

Fellowship Information:

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Per Week:</td>
<td>☐ 10 hours/week</td>
<td>☐ 15 hours/week</td>
</tr>
<tr>
<td>Fellow Preference:</td>
<td>☑ Graduate</td>
<td>☐ Undergraduate</td>
</tr>
</tbody>
</table>
| Fellowship Description and Duties: | The Philanthropy Fellow will work closely with foundation staff to provide support for the organization's donor development and engagement activities. Responsibilities will include:
1. Researching prospective donors
2. Researching and compiling donor giving data and supporting development of impact reports
3. Follow-up with donors via letter and phone
4. Assist in the development of a robust donor prospect database
5. Research local corporate databases for prospective corporate donors and assist in developing an ongoing corporate prospecting process
6. Monitoring news, blogs, e-newsletters and other sources of information related to the foundation's strategic fundraising objectives
7. Assisting in the creation of content for the foundation's website and helping to ensure reach of that content to prospective donors
8. Assisting the Donor Services Officer in managing office account plans and planning
9. Attending Committee and Board meetings as needed
10. Special projects as requested |
| Qualifications and/or Skills Desired: | The ideal candidate should have the ability to conduct donor research and transform knowledge into exciting and useful donor development strategies. The qualifications/skills that we are seeking include:
1. Responsible, mature, energetic, and positive self-starter who is able to work independently and enjoys creating and implementing new initiatives
2. Highly collaborative style
3. Excellent writing/editing and verbal communication skills
4. Strong knowledge and understanding of technology and social media
5. Excellent internet research skills
6. Knowledge of Microsoft Office |
| 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 |