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

### Fellowship Position Description

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>DC Commission on the Arts and Humanities</th>
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<tbody>
<tr>
<td>Address:</td>
<td>200 I (Eye) Street SE, Suite 1400, DC 20003</td>
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<tr>
<td>Website:</td>
<td><a href="https://dcarts.dc.gov">https://dcarts.dc.gov</a></td>
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**Organization Description:**
DC Commission on the Arts and Humanities (CAH) provides funding and capacity-building supports to arts and humanities organizations and individual artists working and living in Washington DC. These supports are intended to fund excellence in programming and services offered to residents of, and visitors to the city.

### Fellowship Information:

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<tr>
<th>Fellowship Time Period:</th>
<th>Academic Year 2017-2018 OR Fall 2017</th>
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<tr>
<td>Hours Per Week:</td>
<td>Between 10 – 20 hours / week.</td>
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<td>Fellow Preference:</td>
<td>Graduate OR Undergraduate</td>
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**Fellowship Description and Duties:**

The scope of work of the Fellow falls for the most part in the Grants Department because of the primary role of the Agency as the funding vehicle for the District. Other opportunities are available in the Arts Education, Events, Legislative Affairs, and Public Art Departments based on the interests of the Fellow.

The Grants Department Fellow works closely with the Director of Grants to implement a variety of administrative and strategic responsibilities. The Fellow facilitates the planning and delivery of 8-10 grant programs within the Commission.

Scope of responsibilities in the Grants Department may include, but are not limited to:
- Review of final reports for FY17 grantees and interim reports for FY18 grantees;
- Strategic planning for FY19;
- Preparation of grant agreements and invoices;
- Facilitation of debriefings and workshops for applicants;
- Participation in FY19 grant season launch;
- Handling of applicant and panelist portal; and,
- Supporting applicant and panelist requests during open grant windows.

**Qualifications and/or Skills Desired:**

Prospective fellows should be enrolled in undergraduate or graduate programs of study with a demonstrated interest in arts, arts management, and related policy issues. Candidates should also have a strong knowledge of the DC arts landscape and the broader needs of the communities served by cultural organizations in the city.

Key competencies should include:
- Strong computer skills;
- Attention to detail and the ability to engage in several tasks in tandem;
- Reliability;
- Ability to work under pressure and within established deadlines;
- Strong verbal and written communication skills; and,
- Ability to anticipate challenges and to solve problems creatively.

**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