

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

Position Description

Organization Name:	Greater Washington Community Foundation
Address:	1325 G St. NW, Suite 480, Washington, DC 20005
Website:	https://www.thecommunityfoundation.org/
Organization Description:	The Community Foundation works to ensure equity, access, and opportunity for all residents of the Greater Washington region. For more than 40 years, the Community Foundation has provided leadership on critical issues in our community, guided strategic philanthropy that responds to community needs, and made grants to effective nonprofits. As the region's largest local grantmaker, with annual grants of \$70 million, we are a community of givers dedicated to strengthening the Greater Washington region and beyond.

Internship Time Period:	<input checked="" type="checkbox"/> Academic Year 2018-2019 (if fellow is a grad student) <input checked="" type="checkbox"/> Fall Semester 2018 (if fellow is an undergrad)
Hours Per Week (maximum 20 for grad fellows; 16 for undergrads)	<u>20</u>
Undergrad/Grad Fellow Preference:	<input checked="" type="checkbox"/> No preference <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate

<p>Internship Description and Duties:</p>	<ul style="list-style-type: none"> • Working with Senior Director to develop a social media strategy to improve engagement and outreach • Conducting research to find articles, stories, and other content related to the foundation’s strategic focus areas and grant portfolios to post on our social media platforms • Updating the foundation’s social media accounts with fresh content to invite conversation and interaction • Monitoring activity on social media sites, including Twitter, Facebook, and LinkedIn, and preparing appropriate responses • Identifying and coordinating with guest bloggers on weekly posts • Supporting foundation events onsite and online (live tweeting, capturing photos, blogging) • Monitoring various analytics tools to report on trends and inform adjustments to strategy or tactics • Coordinating and developing content for the foundation’s monthly newsletter • Special projects, as requested
<p>Description of a long-term project the Philanthropy Fellow will lead or substantively contribute to:</p>	<p>The fellow, working in close consultation with communications staff, will conduct an analysis of social media channels in order to develop a strategy and implement a digital media plan related to the foundation’s new strategic framework (launched in June 2018).</p>
<p>Qualifications and/or Skills Desired:</p>	<ul style="list-style-type: none"> • At least one year of full-time work experience, or solid internship experience, related to marketing, communications, advertising, PR or related field • Exceptional writing, editing, and oral communication skills • Creative and strategic thinker willing to challenge the status quo • Demonstrated commitment to social justice and strong interest in nonprofits and/or philanthropy • Proficiency with social media channels (Facebook, Twitter, etc.), analytics tools, Adobe Creative Suite, Constant Contact (or other similar email providers), and Squarespace or WordPress preferred, but not required • High energy and flexibility to work in a changing environment • Self-motivated, highly organized, detail-oriented, ability to prioritize, multi-task and meet deadlines
<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>By phone or Skype and in-person for final candidate</p>