

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

**Position Description**

Organization Name:	Greater Washington Community Foundation
Address:	1325 G Street NW; Washington, DC 20005
Website:	www.thecommunityfoundation.org
Organization Description:	The Greater Washington 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. We are dedicated to inspiring and creating change across the Washington region and beyond.

Internship Time Period:	<input checked="" type="checkbox"/> Academic Year 2018-2019 <input type="checkbox"/> Fall Semester 2018
Hours Per Week ( <i>maximum 20 for grad fellows; 16 for undergrads</i> )	<u>20</u>
Undergrad/Grad Fellow Preference:	<input type="checkbox"/> No preference <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	<p>Work in collaboration with the Development and Philanthropic Engagement team in the DC Office. The Fellow will:</p> <ul style="list-style-type: none"> <li>o Conduct prospects research;</li> <li>o Assist in the development, execution and coordination of marketing and communications strategies;</li> <li>o Draft letters, reports and copy for webpages, social media and newsletters;</li> <li>o Assist with the DC Office's donor engagement initiatives;</li> <li>o Assist in the development of protocols to track and measure impact of engagement development efforts; and</li> <li>o Facilitate the development and operationalization of a donor recognition program that addresses the various stages of the cultivation continuum.</li> </ul>

<p>Description of a long-term project the Philanthropy Fellow will lead or substantively contribute to:</p>	<p>The Fellow will work as part of a team to develop and operationalize a donor recognition program that addresses each stage of our cultivation continuum. At the conclusion of the internship the DC Office will have in place an annual recognition plan, tools and protocols for implementation, and the Fellow will have gained invaluable experience and knowledge in an area central to development - donor recognition.</p>
<p>Qualifications and/or Skills Desired:</p>	<ul style="list-style-type: none"> <li>o Excellent writing skills</li> <li>o Excellent verbal and interpersonal skills</li> <li>o Strict attention to detail and deadlines</li> <li>o Strong knowledge and proficiency with PowerPoint, Excel and Publisher</li> <li>o Familiarity with effective use of social media</li> <li>o Some knowledge of development and strategic communications desirable</li> <li>o Strong knowledge and/or interest in development and the region's nonprofit sector</li> </ul>
<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 type="checkbox"/> Writing Sample</p>
<p>Interviews will be conducted in August via the following methods:</p>	<p>In-person only</p>