

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

Position Description

Organization Name:	Greater Washington Community Foundation (Montgomery County)
Address:	8720 Georgia Ave Suite 202 Silver Spring, MD 20910
Website:	www.thecommunityfoundation.org
Organization Description:	The Community Foundation in Montgomery County is a local office of the Greater Washington Community Foundation. Our mission is to strengthen the Washington metropolitan region by encouraging and supporting effective giving and by providing leadership on critical issues in our community. The Community Foundation is a public charity made up of charitable giving funds established by individuals, families, corporations and other organizations. We currently manage nearly 700 donor funds with assets totaling more than \$340 million. We are the largest funder of nonprofit organizations in the metropolitan Washington region, with annual grants of more than \$70 million. In Montgomery County, our discretionary giving, Sharing Montgomery, is focused on funding nonprofits that provide education, workforce development, and safety-net services to low-income county residents. Last year, Sharing Montgomery granted \$700,000 to Montgomery County nonprofits.

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>Up to 20 hours</u>
Undergrad/Grad Fellow Preference:	<input type="checkbox"/> No preference <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate

<p>Internship Description and Duties:</p>	<p>The Fellow works closely with the Community Foundation in Montgomery County staff to support the organization's grantmaking activities in the following issues areas; safety-net services, education, and workforce development. The Fellow will also support the staff with donor services tasks, including small development projects and/or client relationship management related assignments.</p> <p>The Fellow will be responsible for assisting in the grant review of nonprofit organizations under review for funding through one of the Community Foundation's grant cycles, Sharing Montgomery. The Fellow will be responsible for reviewing and evaluating grant proposals, attending site visits when available, and other research projects as assigned.</p> <p>The Fellow will help support the operations of the Montgomery County Office, including attendance at the Grants Committee meetings and tasks related to fundraising efforts for Sharing Montgomery, including the annual Celebration of Giving event and Taste of Philanthropy events.</p> <p>In addition to the tasks outlined above, the Fellow will also work with one of our public/private funds, The Children's Opportunity Fund. In this capacity they will assist the Executive Director of the fund to:</p> <ul style="list-style-type: none"> • Schedule Steering Committee, Leadership Group and Stakeholder meetings • Draft quarterly reports • Prepare materials for Leadership meetings • Review and research policy and practice trends in COF priority areas • Organize grantee meetings and site visits <p>Additionally, the fellow may be asked to provide support to the larger Community Foundation team located in our DC office. Activities may include working with the Development Team to prepare for upcoming fundraising and/or donor engagement events and assisting the Marketing and Communications Team.</p> <p>The Fellow may also be asked to help with general office/administrative tasks as needed.</p>
<p>Description of a long-term project the Philanthropy Fellow will lead or substantively contribute to:</p>	<p>We have a couple long-term projects the fellow may choose to work on over the course of the year. Depending on their interest, expertise, and the Community Foundation's goals for the year, we will work with the fellow to develop a long term project that best fits with them. Long-term projects may include:</p> <ul style="list-style-type: none"> -Develop a catalogue of the foundation's discretionary grants -Create a marketing plan and templates for our donors to easily use social media to promote and reflect on site visits and other community foundation activities. -Create a comprehensive Sharing Montgomery impact report including looking at the impact over time of our 60+ Sharing grantees and how they have helped the community during the time we have funded them.

Qualifications and/or Skills Desired:	<ul style="list-style-type: none">-Excellent communication and writing skills required.-Interest in donor development, cultivation, and engagement.-Interest in philanthropy and grantmaking.-Strong attention to detail.-Reliable and flexible.-Able to handle sensitive and confidential information.-Potential to continue fellowship for the full year.
The following information is required:	<input checked="" type="checkbox"/> Resume <input type="checkbox"/> Other _____ <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Sample
Interviews will be conducted in August via the following methods:	In-person only