

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

Position Description

Organization Name:	Greater Washington Community Foundation
Address:	1325 G Street, NW, Ste 480 Washington, DC 20005
Website:	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 <input type="checkbox"/> Fall Semester 2018
Hours Per Week	<u>Approx. 15 hours</u>
Undergrad/Grad Fellow Preference:	<input type="checkbox"/> No preference <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate

Internship
Description and
Duties:

The Fellow will work closely with the Foundation's Senior Community Investment Officer and Philanthropic Advisor to provide support for the Housing & Homelessness Initiative and Philanthropic Advisory Services (PAS) – grantmaking programs.

The goal of the Safety Net Initiative is to meet the basic human needs of individuals and families by increasing access to high quality services (such as food and shelter); increasing housing security; strengthening services for homeless families and youth; and strengthening the safety-net service delivery system. Our regional strategy is: to provide grants to address homelessness and housing; help the region's safety-net system operate more effectively; and increase and/or preserve safety net funding and improve public policies to reduce poverty over the long term. The current focus of our Safety Net Initiative is housing and homelessness.

Safety Net/Housing Security: In 2014, CFNCR released a comprehensive report on the region's shelter and housing system that identifies investment opportunities to address gaps in service and describes the housing security system in the region (including emergency shelter, transitional housing and affordable housing). Since then, our efforts have been focused on addressing needs identified in the study and the companion guide for funders. The Philanthropy Fellow may assist with:

- Grantmaking
- Support next phase of Housing & Homelessness Initiative (including e.g., research; grantmaking)
- Convenings and communications/outreach efforts
- Meetings with representatives of community organizations, foundations, and public agencies
- Provide general administrative and project management support

Donor Services and Grantmaking Support:

- Grantmaking support for donor advised and field of interest fund grantmaking programs
- Review grantee reports, monitor /track grants
- Capture key information and draft impact reports to be shared with donors and/or funding partners
- Assist with preparation of written grant recommendations; and other materials for docket(s) and special projects, as requested
- Assist with donor engagement activities such as forums/events
- Assist with research pertaining to donor or foundation investment areas (e.g., criminal /youth justice, homelessness, etc)
- Assist with grants management/data-entry

Fundraising: Assist with efforts to identify funding sources and support proposal development for Homelessness/Housing efforts.

<p>Qualifications and/or Skills Desired:</p>	<ul style="list-style-type: none"> • Critical thinker • Detail oriented/strong organizational skills • Ability to synthesize information • Ability to multi-task and juggle competing priorities • Ability to work independently • Research skills • Writing experience/Strong written/verbal communications skills • Sense of humor • Flexibility • Curiosity and sincere interest in grantmaking, nonprofit sector, social justice issues • Interest in homelessness/housing
<p>The following information is required:</p>	<p><input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Other <u><i>information regarding schedule and other commitments</i></u></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>In person preferred</p>