

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

**Fellowship Position Description**

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<tr>
<th>Organization Name:</th>
<th>J. Willard and Alice S. Marriott Foundation</th>
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<tr>
<td>Address:</td>
<td>10400 Fernwood Road, Dept. 925 Bethesda, Maryland 20817</td>
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<td>Website:</td>
<td><a href="https://www.marriottfoundation.org">https://www.marriottfoundation.org</a></td>
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**Organization Description:** The J. Willard and Alice S. Marriott Foundation was established in 1965 with the purpose of giving back to the community. In 1985, shortly after the passing of J. Willard Marriott, Sr., the Foundation began actively making grants, led by Alice Sheets Marriott. The Foundation is dedicated to supporting exceptional nonprofit organizations that provide civic and human services, foster educational achievement, expand opportunities for youth and adults, develop the next generation of hospitality leaders and lead innovation in health and medicine. The Foundation is guided by a board of Marriott family members and a small, professional staff, working together to carry on the values and legacy of J. Willard and Alice S. Marriott.

**Fellowship Information:**

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<tr>
<th>Fellowship Time Period:</th>
<th>Academic Year 2017-2018 (Early Sept – Mid-May)</th>
<th>Fall Semester 2017 (Early Sept – Mid-Dec)</th>
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<tr>
<td>Hours Per Week:</td>
<td>15 - 20 hours/week</td>
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<td>Fellow Preference:</td>
<td>Graduate</td>
<td>Undergraduate</td>
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| Fellowship Description and Duties: | The Philanthropy Fellow will work closely with the program and grants managers to provide support for the Foundation’s general grantmaking operations. The Philanthropy Fellow will perform a range of functions including:  
- Support Grants Manager in database updates and enhancements  
- Update grantee records and ensure grantee files contain all required and updated information  
- Provide logistical support for Foundation’s convening and communications efforts  
- Create content for the Foundation’s website  
- Conduct background research on grantee organizations and compile summaries for the Program staff and Executive Director  
- Compile research on best practices in foundation operations  
- Work with program staff to conduct research on trends in the Foundation’s grantmaking issue areas  
- Assist in processing grant requests, including documenting receipt of requests, and aiding the approval and payment processes  
- Provide administrative support and assist with general office duties  
- Contribute to special projects, as requested |
| Qualifications and/or Skills Desired: | - A passion for the Foundation’s work and strong interest in the philanthropic/nonprofit sector  
- Solid internship experience or 1-2 years of full-time work experience  
- Detail oriented/strong organizational skills  
- Ability to synthesize information  
- Impeccable written and verbal communication skills  
- High level of professionalism and experience interacting in an executive setting  
- Strict attention to deadlines  
- Ability to work independently  
- Proficiency with Microsoft Office products, including PowerPoint and Excel  
- Willingness to take on additional duties as necessary |
| The following information is required: | ☒ Resume  
☐ Cover Letter  
☐ Writing Sample |
| Interviews will be conducted in late August via the following method(s): | ☒ In person |