

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

Position Description

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| Organization Name: | Mayor's Office of Partnerships and Grant Services |
| Address: | 441 4th Street N, WDC 20001 |
| Website: | www.opgs.dc.gov |
| Organization Description: | <p>OPGS is undergoing an era of resurgence. With new leadership and a new focus on better connecting with and leveraging public private partnerships, the agency is a great opportunity for a Fellow looking for flexibility and the opportunity to truly own their work. OPGS is an intimate agency with a comprehensive mission. Our work falls within the following pillars.</p> <p>Partnership & Resource Development: Identify, cultivate and steward strategic partnerships (philanthropic, business, university, and nonprofit) to support and advance the Mayor's key public policy priorities;</p> <p>Innovation Management: Leverage technology and creativity to develop and launch new tools, programs, products and processes to increase the capacity, engagement and visibility of DC's nonprofit and philanthropic ecosystem;</p> <p>Donations Management: Provide oversight and compliance for nearly \$30M in annual donations to the District government;</p> <p>Capacity Building: Provide training and tools to enhance the capacity of District government agencies and nonprofits to secure resources for their programs and expand their missions;</p> <p>Grants Management: Provide support and advisement to over 25 grant making agencies that administer public grants funds.</p> |

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| 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>) | 20 _____ |
| Undergrad/Grad Fellow Preference: | <input type="checkbox"/> No preference <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate |

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| <p>Internship Description and Duties:</p> | <ul style="list-style-type: none"> • Draft and edit content for a monthly newsletter and social media; • Research venues, vendors, and prospective partners lists for events, meetings and programmatic opportunities; • Respond to inquiries from organizations seeking opportunities to partner with OPGS/District such as foundations, nonprofits, and businesses; • Attend strategic partnership meetings with Executive Director and ensure follow through on key action items; • Conduct research when needed to support responses to the Mayor, council or other stakeholders; • Assist the Executive Director with identifying opportunities to increase the visibility of OPGS and preparing logistic memos and decision point memos; • Possibly support the development of thank you letters and acknowledgments for donors; • Provide administrative/operational support to the Executive Director and Deputy Director on general office duties as needed. |
| <p>Description of a long-term project the Philanthropy Fellow will lead or substantively contribute to:</p> | <p>There are three opportunities for long term projects that the Fellow can lead. Through the applicant evaluation and interview process, we'll determine which opportunity to assign.</p> <p>Option 1: Special Events: Lead external visibility and marketing opportunities that promote and highlight donor investments/ strategic partnerships w. the District (via social media, quarterly exchanges and a large event) that connect donors and nonprofits and government; Assist Executive Director with developing and planning an inaugural signature event that highlights and honors philanthropic leaders, nonprofits and individual donors supporting District initiatives. This would be an event with the Mayor in which awards will be given.</p> <p>Option 2: Strategic Communications: Lead OPGS strategic communications overhaul - Excellent opportunity for a Fellow looking to go into a Communications role. Assist the Executive Director w. overhauling OPGS content across multiple platforms: website, social media, and print materials. Opportunity to create updated and compelling content that's aligned with OPGS' new path forward.</p> <p>Option 3: Capacity Building: Lead OPGS through a strategic reboot of our menu of capacity-building programs offered to non-profits and District agencies. As the landscape of fundraising has changed, so have the skills needed to secure funds. In conjunction with OPGS leadership, develop a new and fresh suite of capacity-building programs and engagement opportunities to connect nonprofits and other leaders to content area experts, investors, and change-agents.</p> |

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| <p>Qualifications and/or Skills Desired:</p> | <p>Qualifications and Skills:</p> <ul style="list-style-type: none"> - Interest in social impact, public policy, public-private partnerships and fund development; - Strong writing and editing skills - Ability to effectively utilize various social media platforms; - Highly organized with strong project management skills; - Comfortable speaking publicly and interacting with stakeholders from diverse backgrounds and levels; - Pays keen attention to details and meets deadlines; - Experience planning/supporting special events (large meetings, to mid-size convenings to large events); - Ability to take preliminary ideas and concepts to research practices and approaches to advance ideas to execution <p>Character traits: Grit, flexible, down-to-earth, results-oriented, comfortable working independently, takes initiative, exercises discretion.</p> |
| <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>Round One: via 30 min to 45 min call</p> <p>Round Two: in-person meeting or Skype with finalist(s)</p> |