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

### Fellowship Position Description

<table>
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<tr>
<th>Organization Name:</th>
<th>Montgomery County Collaboration Council for Children, Youth &amp; Families</th>
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<tbody>
<tr>
<td>Address:</td>
<td>1801 Research Blvd, Rockville MD 20852</td>
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<tr>
<td>Website:</td>
<td><a href="http://www.collaborationcouncil.org/">http://www.collaborationcouncil.org/</a></td>
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<tr>
<td>Organization Description:</td>
<td>The Collaboration Council’s mission is to promote the well-being of children, youth and families through collaborative partnerships. Designated as a Local Management Board, the Collaboration Council’s purpose is to be a local catalyst and nonpartisan broker of public and private dollars where agencies and other groups collaborate and invest to achieve positive results in the community.</td>
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### 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>☐ 10 hours/week</td>
<td>☒ 15 hours/week</td>
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<tr>
<td>Fellow Preference:</td>
<td>☒ Graduate</td>
<td>☐ Undergraduate</td>
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**Fellowship Description and Duties:**

The Fellow will work closely with agency staff to provide support for the organization’s activities, including:

- Assisting with the implementation and oversight of the Collaboration Council’s assessment and evaluation work. In partnership with Montgomery County Department of Health and Human Services, Montgomery County Public Schools, and the Montgomery County Department of Recreation, the Collaboration Council provides evaluation for the county’s Excel Beyond the Bell after school program, System of Care, Comprehensive WRAP, Conservation Corp, as well as other programs that work with youth in Montgomery County. The Collaboration Council also conducts community assessments to evaluate gaps in services provided to children and youth across the county. Areas of assessment may include such topics as: health, out-of-school time programming, childcare, gang violence, and suicide. Fellows will be introduced to community assessment and case management tools that are used to measure performance and collective impact outcomes.

- Assisting with convening and coordinating networks of organizations who work toward changing or enhancing policies, programs and community knowledge on issues relevant to children and youth across the county.

- Participating in monthly staff meetings and monthly network meetings that will include: My Brother’s Keeper, Disproportionate Minority Committee, Excel Beyond the Bell (after school committee), and Many Voices Smart Choices (substance abuse coalition), among others.

- Meeting with the Executive Director and Deputy Director to discuss current projects and initiatives.

- Attending other nonprofit and county agency meetings related to children and youth. Meeting areas may include, Child Care, Positive Youth Development, Gang Prevention, Behavior Health, Early Childhood Education, Juvenile Justice, Out-of-School Time, and other issues that address the well-being of Montgomery County children.*

- Assisting the Communications staff in writing, producing and disseminating the monthly newsletter, annual report, and other reports (community assessments, quarterly program updates, web articles, etc.).
• Providing administrative support and assisting with general office duties, as needed; and

• Special projects as requested.

*The Collaboration Council is sensitive to the fact that the fellow will not be able to attend all of the meetings relevant to its work. The purpose of attending meetings is to provide the fellow with the opportunity to meet county officials and learn about the county; the fellow will choose the meetings with their supervisor that will be of most benefit to them and the Collaboration Council, and fits with the fellow’s schedule.

| Qualifications and/or Skills Desired: | • A passion for the Collaboration Council’s work and strong interest in community assessment, evaluations, program oversight and coordination efforts;  
• At least one year of full-time work experience;  
• Reliable transportation (personal vehicle or access to public transit) to facilitate attendance at meetings and events throughout Montgomery County;  
• Highly organized and ability to work independently and well as collaboratively as much of the work the Collaboration Council does is in collaboration with other Montgomery County public agencies and nonprofits;  
• Exceptional writing, editing, and oral communication skills;  
• Proficiency with Microsoft Office products, including PowerPoint;  
• Strict attention to deadlines and details. |

| The following information is required: | • Resume  
• Cover Letter  
• Writing Sample |

| Interviews will be conducted in August via the following method(s): | • Telephone  
• In person  
• Skype/video conferencing |