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

**Fellowship Position Description**

<table>
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<tr>
<th>Organization Name:</th>
<th>United Way of the National Capital Area</th>
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<tbody>
<tr>
<td>Address:</td>
<td>1101 15th Street, NW Washington, DC 20005</td>
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<tr>
<td>Website:</td>
<td><a href="http://www.unitedwaynca.org">www.unitedwaynca.org</a></td>
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<tr>
<td>Organization Description:</td>
<td>United Way of the National Capital Area fights for the education, financial stability and health of every person in every community. We work to create the opportunity for all members of our community to have a better life. We focus on the building blocks of a good life; a quality education, financial stability for individuals and families, and good health. We bring together the voices, the expertise and the resources to define, articulate and implement a common agenda for change for our region. That is what it means to Live United in the National Capital Area.</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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<td>Fellow Preference:</td>
<td>Graduate</td>
<td>Undergraduate</td>
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| Fellowship Description and Duties: | Fellowship Position Overview: The Research Fellow will undertake research to inform the Community Impact team in execution of United Way NCA’s five year regional Community Commitment and Community Impact Grant. Specifically, this Research Fellow will work closely with the Research & Program Evaluation Specialist to track and measure the programmatic progress of nonprofit partners in order to better understand the impact of community investment and community improvement. Duties will include:  
- Tracking program performances and updates from the grantee reports;  
- Developing appropriate quality metrics for each grantee, assessing program progress and report quality to monitor current grantees’ performance;  
- Conducting social return on investment analysis of the grantees to inform future grantmaking;  
- Researching relevant public policy issues and conducting literature reviews on accurate measurement tools of social return investments;  
- Drafting summaries, overviews and other writing documents to review research findings and provide recommendations for strategic community investment;  
- Creating profiles of best practices in the Greater Washington region;  
- Other duties may include collaborative assignments with other divisions, such as providing research support for organizational marketing and development efforts.  |
| Qualifications and/or Skills Desired: | - A passion for UWNCA’s mission and strong interest in community investment;  
- Solid relevant internship experience or 1-2 years of full-time work experience;  
- Previous nonprofit work experience preferred, but not required;  
- Excellent research and writing skills (work samples required);  
- Strong analytical and data synthesis skills;  
- Proficiency with Microsoft Office Suites and familiarity with analytical tools;  
- Highly organized with the ability to prioritize competing demands;  
- Effective team player and proactive problem-solver;  
- Strict attention to deadlines and details;  
- Must be willing to work with diverse populations and in diverse areas;  
- Willingness to take on additional duties as necessary.  |
| Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position and achieve high performance. | - Mission focused - able to create real social change that leads to better lives and healthier communities.  
- Relationship oriented - understands that people come before process and astute in cultivating and managing relationships toward a common goal.  
- Collaborator - understands the role and contribution of all sectors of the community and can mobilize resources through meaningful engagement.  
- Results driven - dedicated to shared and measurable goals for the common good, creating, resourcing, scaling and leveraging strategies and innovations.  
- Brand steward - a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network. |
| The following information is required: | □ Resume  
|                                      | ■ Cover Letter  
|                                      | □ Writing Sample |
| Interviews will be conducted in late August via the following method(s): | □ Telephone  
|                                      | ■ Skype/video conferencing  
|                                      | ■ In person |