

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

**Position Description**

Organization Name:	Windward Fund at Arabella Advisors
Address:	1201 Connecticut Ave NW, Washington, DC
Website:	www.arabellaadvisors.com / www.windwardfund.org
Organization Description:	Arabella Advisors is philanthropic consulting firm, which is a certified B Corporation. Arabella was founded in 2005 to provide strategic guidance for effective philanthropy. Arabella provides management services to the Windward Fund, a 501(c)(3) public charity focused on conservation, climate, and food issues. The Fund fiscally sponsors various "projects," which focus on a range of environmental issues. Windward provides legal compliance, finance, and HR services to its projects, and additionally seeks to help its projects create greater impact through facilitating connections, providing access to information, and capacity building.

Internship Time Period:	<input checked="" type="checkbox"/> Academic Year 2018-2019 <input checked="" type="checkbox"/> Fall Semester 2018
Hours Per Week ( <i>maximum 20 for grad fellows; 16 for undergrads</i> )	<u>About 8 – 15 (higher end if the internship is just for the fall semester)</u>
Undergrad/Grad Fellow Preference:	<input type="checkbox"/> No preference <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	The intern will be deployed solely on researching, developing, and implementing ways to realize the Windward Fund's new strategic plan. The strategic plan, recently adopted by the fund's board of directors, has the objective of: "Windward will help to build a stronger environmental movement by: 1) Serving as a hub of expertise and resources for the environment field on innovative and high impact strategies and project implementation; 2) Fostering collaboration across diverse geographies, sectors, and communities; and 3) Providing a vehicle for inclusive and equitable grant making that can elevate the voices of those most impacted by environmental degradation." The intern will work closely with the Director, Environment Initiatives and other members of the Arabella team who support the infrastructure of the fund to take action toward these goals, monitor and communicate progress.

<p>Description of a long-term project the Philanthropy Fellow will lead or substantively contribute to:</p>	<p>Day to day work of the internship may include:</p> <ul style="list-style-type: none"> <li>- researching sector-wide initiatives to understand trends and needs in the field and positing how Windward can contribute</li> <li>- creating and/or refining a schedule of value-add trainings that the fund can offer to staff and partners</li> <li>- creating opportunities for hosted projects to share data and resources and to leverage collective purchasing power</li> <li>- shepherding the creation and curation of an effective platform where partners can share ideas</li> <li>- shepherding the creation of a dashboard to share data regarding activities of the fund</li> <li>- other, as the project evolves</li> </ul>
<p>Qualifications and/or Skills Desired:</p>	<ul style="list-style-type: none"> <li>- Desire to work at the nexus of programs and operations. The operations aspects of this work are aimed directly at enhancing effectiveness of programs.</li> <li>- Ability to be self-directed: the plan is too big for any one individual to accomplish. The intern will need to choose a few focused paths/mini-projects to pursue and stick with them to completion to bring value.</li> <li>- Some knowledge of environmental issues will be helpful, and so is knowledge of Sharepoint platform and/or other knowledge-sharing tools.</li> <li>- A positive, go-getter attitude!</li> </ul>
<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 type="checkbox"/> Writing Sample</p>
<p>Interviews will be conducted in August via the following methods:</p>	<p>Video Conference</p>