

The Community Foundation Fellowship for Special Projects

The Community Foundation for the National Capital Region (The Community Foundation) is pleased to announce the launch of a 12-month fellowship opportunity for recent master's degree graduates. This fellowship is designed to support a pipeline in philanthropy and of community development practitioners by offering in-depth exposure to governance, grant-making, and fund development at the Greater Washington region's largest community foundation. This fellowship opportunity will also fill a critical staffing need to increase efficiency, programmatic outcomes, and our responsibility to donors.

The Community Foundation Fellowship is designed for recent MA, MPA, MBA graduates with interests in non-profit management, monitoring and evaluation, philanthropy, process improvements, and grant making. Fellows will be involved in research, writing, data-analysis, administrative support, and other duties as assigned. Approximately 60% of portfolio will be assigned to a single project. The remaining 40% will be assigned to a variety of tasks. This assignment is for 1 year beginning mid to late July.

Project-Specific Scope of Work: Special Projects

- Be the primary point of contact and project coordinator for a comprehensive review and revision of The Community Foundation's Policies and Procedures.
- Review existing Policies and Procedures and revise or create new documents, as needed.
- Participate in on-going audit of component funds and provide coordination and support as needed.
- Work with the VPPE on the on-going implementation and improvement of best practice donor relationship management systems and processes across the Development and Philanthropic Engagement team.
- Work with the CFO on an on-going project to assess and update product and pricing strategies.
- Work with the CFO on the Foundation's financial model and dashboard.
- Work with the Chief of Staff to maintain and implement improvements to the Corporate Calendar, and assist with coordination of organization-wide processes and projects such as staff retreats and the annual operating plan.
- Provide support to launch impact investing opportunity for Foundation fund holders.
- Other management-level projects as assigned.

Benefits include the following:

- Recent MA, MPA, or MBA graduate
- Minimum of 30 hours per week and participation in local learning opportunities
- Credit Allowed, per requirements of graduate, PhD program
- 12-month assignment (1 year; 1 year renewable based on performance and funding)
- \$26 - \$28K (based on experience) paid as monthly stipend
- Paid Health Insurance for Fellow
- Metro Benefits (\$130 per month)
- Up to 11 paid holidays (based on work schedule)
- 10 paid vacation days

- Community of Practice (supported by a Fellowship Coordinator)
- An incredibly interesting work experience with amazing colleagues

Requirements for success in this role:

- Smart and hard-working
- Excellent communicator and strong EQ
- Organized and analytical
- Self-starter
- Willingness to take on a range of responsibilities
- Specific background in any of: project management; management consulting; database analytics; sales/business development; accounting/finance

Organizational Culture: Fast-moving, innovative, committed to social change. Strong emphasis on client (donors, non-profit partners, professional advisors) satisfaction.

Manager: Reports to the VP for Development and Senior Philanthropic Advisor (VPD) with dotted lines to the Vice President of Philanthropic Engagement and Chief of Staff (VPPE) and the Chief Financial Officer (CFO).

The Community Foundation for the National Capital Region's mission is to strengthen the Washington metropolitan region by encouraging and supporting effective philanthropy and by providing leadership on critical issues in the community. The Foundation is a community of givers, dedicated to inspiring and creating change across greater Washington and beyond.

The Community Foundation, which serves the District of Columbia, Montgomery County, Northern Virginia, and Prince George's County – is part of a network of some 700 community foundations nationwide, each a tax-exempt, public charity made up of charitable giving funds established by individuals, families, corporations, and other organizations. The Foundation manages hundreds of donor funds, with assets totaling more than \$300 million, and is the largest funder of nonprofit organizations in the metropolitan Washington region, having granted over \$1 billion to over 8,000 nonprofits in its 43-year history.

Building upon its decades of visionary leadership committed to strengthening the Washington metropolitan area through philanthropy, the Foundation is currently poised for unprecedented organizational growth and increased impact. The Foundation is building its capacity to provide a more effective platform for civic engagement, facilitating collective leadership, and cultivating a repository of progressive knowledge to meet the challenges facing the community. The Foundation's name will change in mid-June 2017 to the Greater Washington Community Foundation.

TO APPLY: Please forward your resume, a copy of your MA, MPA or MBA and "Why?" this Fellowship appeals to you; and "Why?" you would be the "Right Fit" for this opportunity. Email all documents to hrtmp@cfncr.org, with the Fellowship name in the subject line.