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

## Fellowship Position Description

<table>
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<tr>
<th>Organization Name:</th>
<th>Community Foundation for the National Capital Region</th>
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<tbody>
<tr>
<td>Address:</td>
<td>1201 15th Street, NW, #420</td>
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<tr>
<td>Website:</td>
<td><a href="http://www.cfnr.org">www.cfnr.org</a></td>
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<tr>
<td>Organization Description:</td>
<td>The Community Foundation for the National Capital Region works to ensure equity, access, and opportunity for all residents in the Washington metropolitan area. Our mission is to strengthen the Washington metropolitan region by encouraging and supporting effective giving and by providing leadership on critical issues in our community. We are a community of givers dedicated to inspiring and creating change across the Washington region and beyond.</td>
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## Fellowship Information:

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<tr>
<th>Fellowship Time Period:</th>
<th>☒ Academic Year 2015-2016 (Early Sept – Mid-May)</th>
<th>☒ Fall Semester 2015 (Early Sept – Mid-Dec)</th>
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<tr>
<td>Hours Per Week:</td>
<td>☒ 10 hours/week ☒ 15 hours/week ☐ 20 hours/week</td>
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<td>Fellow Preference:</td>
<td>☒ Graduate ☐ Undergraduate</td>
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| Fellowship Description and Duties: | The Fellow will work closely with the Foundation’s Senior Philanthropic Services Officer to provide support for the Safety Net Initiative and Philanthropic Services (PS) grantmaking programs.  

The goal of the Safety Net Initiative is to meet the basic human needs of individuals and families by increasing access to high quality services (such as food and shelter); increasing housing security; and strengthening the safety net service delivery system. Our regional strategy is: to provide grants to address homelessness and housing; help the region’s safety net system operate more effectively; and increase and/or preserve safety net funding and improve public policies to reduce poverty over the long term.  

**Safety Net/Housing Security:** In 2014, CFNCR released a comprehensive report on the region’s shelter and housing system that identifies investment opportunities to address gaps in service and describes the housing security system in the region (including emergency shelter, transitional housing and affordable housing). The Fellow may assist with:  
- Grantmaking  
- Convenings and communications/outreach efforts  
- Meetings with representatives of community organizations, foundations, and public agencies  
- Provide general administrative and project management support  

**Donor Engagement and Grantmaking Support:**  
- Grantmaking support for donor advised fund grantmaking programs  
- Review grantee reports  
- Capture key information and draft impact reports to be shared with donors and/or funding partners  
- Assist with preparation of written grant recommendations; and other materials for docket(s) and special projects, as requested.  
- Assist with donor engagement activities such as forums/events  

**Fundraising:** Assist with efforts to identify funding sources and support proposal development for the Safety Net Initiative. |
| Qualifications and/or Skills Desired: | Critical thinker  
Detail oriented/strong organizational skills  
Ability to synthesize information  
Ability to multi-task and juggle competing priorities  
Ability to work independently  
Research/writing experience  
Strong written/verbal communications skills  
Sense of humor  
Flexibility  
Interest in grantmaking, nonprofit sector, social justice issues |
|---|---|
| The following information is required: | ☒ Resume  
☒ Cover Letter  
☒ Writing Sample |
| Interviews will be conducted in late August via at least one of the following methods: | ☒ Skype/video conferencing  
☒ In person (preferred) |