**Fellowship Position Description**

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<tr>
<th>Organization Name:</th>
<th>National Committee for Responsive Philanthropy</th>
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<tr>
<td>Address:</td>
<td>1331 H Street, NW, Suite 200, Washington, DC 20005</td>
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<td>Website:</td>
<td><a href="http://www.ncrp.org">www.ncrp.org</a>; <a href="http://www.philamplify.org">www.philamplify.org</a></td>
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<tr>
<td>Organization Description:</td>
<td>Founded in 1976, NCRP is a philanthropic watchdog, research and advocacy organization. NCRP promotes philanthropy that serves the public good, is responsive to people and communities with the least wealth and opportunity, and is held accountable to the highest standards of integrity and openness. NCRP envisions a philanthropic sector that contributes to the creation of a fair and just society, and is committed to helping funders more effectively serve the most marginalized members of our communities.</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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<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:

This fellowship provides a superb opportunity for up to two fellows to work on NCRP's cutting edge initiative, Philamplify, as well as other key related functions in our communications and development departments. Philamplify provides "honest feedback to improve philanthropy" by conducting thorough assessments of leading grantmakers that incorporate extensive feedback from nonprofits, peer funders and other stakeholders. The fellows will be part of a team that includes both DC-based and outstationed members. Supervision will be a combination of in-person and virtual. Fellows will assist with the following responsibilities:

- Conduct online research about foundations.
- Develop and implement surveys and interviews about foundation practices, and analyze survey and interview data.
- Assist with preparation of reports based on these data.
- Compile and analyze statistics related to NCRP websites, email marketing, news mentions and social media.
- Update relational database, websites and mailing lists.
- Create and/or find graphics and prepare presentations and marketing materials.
- Assist with fundraising data tracking and grant proposal and report preparation.

Qualifications and/or Skills Desired:

NCRP seeks candidates with strong research and/or communications skills.

- Strong research and analytical skills; survey and/or interview experience a plus.
- Demonstrated proficiency with Microsoft Office (especially Word, Outlook, Excel, Power Point); experience with Survey Monkey a plus.
- Familiarity with web content management and analytics tools, CRM databases, and email marketing software helpful.
- Skillful use of social media platforms such as Facebook, Twitter, Google+ and LinkedIn.
- Proficiency with InDesign, Illustrator, Photoshop and basic HTML.
- Ability to perform detail-oriented work on a deadline.
- Good and quick writer.
- Self starter who is also a team player.
- Engaging phone manner for outreach.
- Commitment to NCRP's progressive vision of a philanthropic sector that invests in social and economic justice to attack the root causes of inequality.
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:
- Telephone
- Skype/video conferencing