



2017 Summer Fellowship Description

Since 1951, the Community Foundation for Greater Atlanta has been connecting the passions of philanthropists with the purposes of nonprofits doing that work. With 65 years serving the 23-county Atlanta region and a robust team of experts, the Community Foundation manages the behind-the-scenes details, empowering our donors to focus on the joy of giving. We also serve as a conduit for positive change, providing quality services and innovation leadership on community issues. For more information, visit www.cfgreateratlanta.org

Each year, The Foundation provides a unique summer fellowship experience for an undergraduate student who is interested in philanthropy and the critical issues facing the metro Atlanta region. The Summer Fellow will work closely with The Foundation's President and staff, and will be engaged in many aspects of The Foundation's work—from grantmaking to public policy to donor engagement. This is an excellent opportunity to learn about the inner workings of a community foundation over the course of a summer. The fellowship lasts ten (10) weeks with concentrations in the Office of the President, Philanthropy, Community, Finance, and Marketing & Communications.

Summer Agenda

The first week of the fellowship will introduce the fellow to the Foundation, and staff in order to prepare him/her for specific assignments. Approximately eight weeks of the fellowship will be divided among meetings with donors; internal meetings with staff and nonprofits; external meetings with key community leaders and site visits to nonprofit organizations; specific projects, including research; and preparation of written memoranda of meetings attended. The fellow will be invited to attend a wide variety of meetings to further develop his/her understanding of philanthropy and the role of the Community Foundation. Part of the fellow's responsibilities will be to summarize meetings attended and share information with key staff. These materials will become part of our organizational library. The last week(s) will be spent completing research and preparing an end of fellowship report for presentation at a staff meeting.

Skills and Qualifications

- Must be committed to a future in the Atlanta community
- Currently enrolled as a **rising sophomore, junior or senior in pursuit of a bachelor's degree**
- Strong interest in the areas of philanthropy and nonprofit organizations
- Excellent oral and written communication skills
- Ability to manage multiple projects and good time management skills
- Proficient in the use of Microsoft Office software (Word, Excel, PowerPoint)
- Must be a lifelong learner

Compensation

\$200 weekly stipend

Deadline

Wednesday, February 15, 2017 by noon

Send resume and cover letter (one page maximum) explaining your interest and qualifications to:

2017 Summer Fellowship Program

The Community Foundation for Greater Atlanta, Inc.

191 Peachtree Street, Suite 1000, 10th floor - Atlanta, GA 30303 **or**

Email to: lsutherland@cfgreateratlanta.org – Subject Line: 2017 Summer Fellowship Program