



Leadership Development Intern

Position:	Temporary, part-time, nonexempt, paid
Department:	Program
Reports to:	Program Director, Leadership Development
Supervises:	N/A
Date Revised:	September 2020

Summary: The Leadership Development Intern will report to the Program Director for Leadership Development to assist with planning and implementation of the Cleveland Foundation Public Service Fellowship, outreach and management of the Summer Internship Program, data collection and analysis of scholarship recipient metrics, and research assistance for ongoing initiatives. The position will work as a part of an internal, cross functional team to meet program and grant making objectives.

The intern role is designed to expose and challenge junior, senior or graduate level students pursuing a career in nonprofit management, urban studies, urban development, advocacy or related field with a particular focus on project management. The intern will work approximately 20-25 hours per week and have availability during school breaks, including summers, preferred.

Responsibilities and Expected Outcomes:

- Assist with planning and implementation of the CF Public Service Fellowship
 - Conduct programmatic research, building off the initial 2016 program study and drawing comparisons to programs across the U.S./internationally
 - Assist with recruitment/outreach including database entry updates and analysis and attendance at various recruitment events (likely virtual during the 2020-21 cycle)
 - Work with staff to provide support to fellows/host organizations as required
 - Assist with program logistics and professional development as needed
- Assist with TCF Summer Internship program
 - Conduct programmatic research, particularly as it relates to professional development
 - Work with staff to interview and provide support to interns/host organizations as required



- Assist with alumni engagement including updates/utilization of alumni database and potential assistance with a SIP Alumni Advisory Committee
- Serve as a research and writing assistant to help gather information and conduct analysis on:
 - Scholarship recipient recruitment/outreach, retention, completion, and post-graduate opportunities
 - Scholarship materials and organizing of relevant materials
- Compile updated grant making histories, reporting, trending of specific funds and/or interest area
- Conduct additional research, data compilation, and attend convenings related to ongoing initiatives such as Encore Cleveland

Anticipated learning objective to be accomplished through the internship experience include increased understanding of:

- Strategy development to guide decision making and grant making
- Collaborative, cross team project management
- External leadership through the perspective of a community foundation

Essential Qualifications, Credentials and Technical Skills required:

- Non-profit management, urban development, education, or other relevant major being pursued at the junior or senior undergraduate level, graduate level preferred
- Excellent interpersonal skills with the ability to interact with a diverse group of staff and external constituents. The ability to work in a complex environment requiring flexibility and collaboration
- High ethical standards and regard for confidentiality and professionalism
- Self-motivated with a high attention to detail and accuracy required
- Strong organizational, research and project management skills
- Ability to coordinate and manage several projects simultaneously
- Excellent verbal and written communication skills. Willingness to ask questions when in need of direction or clarification
- Proficient technology skills, including Outlook, Excel, Word, PowerPoint, internet research, etc.

Preferred candidates will have strong academic credentials, are involved in student or community service activities, familiar with technology and have strong presentation and writing skills. Interested students should send a cover letter and resume to resumes@clevelandfn.org no later than **October 4, 2020**. Candidates selected for the interview process will be contacted *as applications are received*. ***We regret that we cannot respond personally to each applicant.***



Our Mission:

to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grant making, and provide leadership on key community issues.

Our Vision:

to use the power of philanthropy to enable Greater Cleveland to be a great and global American city. Together with our donors and partners, we will make innovative, impactful, and internationally recognized contributions to the field of philanthropy.