

PHILANTHROPY FELLOWS JOB DESCRIPTION
APPLICATION DEADLINE: FRIDAY, MARCH 19, 2021

Philanthropy New York, a regional association of grantmakers, is accepting applications for a two-year Philanthropy Fellowship position. We seek applications from a diverse pool of candidates, especially those that have been historically underrepresented in the field of philanthropy. Candidates should be completing a masters level or Ph.D. program in public policy, government, social work or related field of study OR recently graduated (May 2020 or more recent) from such a program. Candidates that share our commitment to deepening racial equity practices are encouraged to apply.

About Philanthropy New York:

Philanthropy New York is a trusted community of nearly 300 grantmaking organizations that develops forward-thinking guidance and programming to address the unique challenges of philanthropy and convenes funders to strengthen ties across the sector. Philanthropy New York champions effective grantmaking by building a vibrant philanthropic ecosystem that strives to advance meaningful social change. Through our work, members:

- Convene and collaborate as a community – We bring together philanthropic professionals to share across issues and across professional roles. Practitioners have a place to build collaborative efforts, share practices and learn from peers.
- Share knowledge, skills and transformative practices – We design robust programming and professional and leadership development that equips our members to understand and adapt to shifting norms and emerging trends in the field. Our programs help members cultivate key skills and implement practice models that fit their unique needs.
- Amplify the voice of the philanthropic field – We catalyze collaboration to leverage the power of our members' collective voice. By championing the opinions of the philanthropic field, we help our members strengthen their advocacy skills.

Philanthropy Fellows Role and Responsibilities:

The Philanthropy fellow is a key member of Philanthropy New York's staff, interacting with and supporting groups of PNY members to develop engaging programs, written pieces, and committee work that advances the organization's strategic priorities.

The Philanthropy Fellow's primary responsibilities include:

- Functioning as the primary staff liaison for PNY's issue-based working groups. These groups currently consist of funders concerned with: health policy, justice reform, education policy, and environmental sustainability. The fellow may also support networks and committees that focus on issues related to international grantmaking and equitable and inclusive philanthropy.
- Developing and executing issue-focused programs, including working group educational events, PNY's annual conference and other events as they arise;
- Researching and writing issue guides on topics at the nexus of the government, philanthropic and nonprofit sectors.
- Producing and curating content and identifying resources for Philanthropy New York's website, newsletter and media platforms.
- Preparing materials for and attending Foundations on the Hill, the annual gathering of sector leaders to meet with federal officials on issues of concern to the philanthropic community.

Exact responsibilities for the new fellow will be developed in collaboration with the selected candidate and will be based on PNY's organizational priorities during the two-year fellowship period.

The fellowship also offers mentorship and professional development opportunities:

- Philanthropy fellows are afforded two mentors selected from PNY's membership. The mentors advise the fellow on career objectives over the course of their two-year tenure.
- Philanthropy fellows may choose to develop a specific project that aligns with PNY's strategic goals to complete by the conclusion of the fellowship. The project may involve research, programming, a government relations initiative or capacity building. It may be specific to a particular issue or more broadly address grantmaking practice.
- In the final six months of the two-year fellowship, the fellow will receive coaching and professional guidance in finding future employment.

Fellowship Period, Salary and Benefits:

The Philanthropy New York Philanthropy Fellowship is a two-year full-time commitment, with an annual salary of \$67,500 and full health, dental and vision benefits. The fellow will receive paid vacation time and is eligible to participate in PNY's 403(b) retirement program. Accepting the fellowship will constitute a formal pledge to remain in the fellowship full-time throughout the entire two year period.

Philanthropy New York's commitment to employing the Fellow for the entire two-year period is conditional upon satisfactory performance.

Eligibility Criteria:

The fellowship is designed for students whose identities and lived experiences have been underrepresented in the field of philanthropy, especially BIPOC communities. Students must have graduated from a masters-level program in public policy, government, social work or related field of study, OR have graduated from such a program in the previous two years (May 2019 or more recently).

- Excellent writing skills
- Experience facilitating small groups and/or supporting voluntary leadership a plus
- Ability to research issues and present critical information succinctly
- Understanding of and commitment to personal growth on issues of racial equity and inclusion
- Strong customer-service orientation
- Excellent organizational, planning, project management and administrative skills
- Interest in the field of philanthropy
- A commitment to working out of our Manhattan office once we transition from a work from home environment

- Legally authorized to work in the United States

Required Elements of Application:

Applications must include the following materials:

- Current resume or Curriculum Vitae of the candidate.
- Philanthropy New York is interested in understanding applicants' lived experience and how those experiences inform their understanding of policy issues and their professional goals for this program. Please write a short description (no more than 500 words) outlining how your personal experiences have shaped your commitment to a more diverse, equitable and just society.
- A description (up to 1,000 words) describing your current professional and topical interests. Please address how you believe the Philanthropy New York Philanthropy Fellowship could advance your professional goals *and* contribute to our members' learning. Applicants are encouraged to include a discussion of the areas about which the candidate is most passionate (e.g. affordable housing, LGBTQ issues, immigrant rights – does not need to overlap with the issues PNY is currently working on) and why.

Optional: Candidates are encouraged to include in their application a writing sample (previously written) that they feel demonstrates their ability to write in a style appropriate to the policy realm.

Before the Fellow is chosen, the candidate will also be required to produce a brief writing exercise and submit at least two names of academic advisors or previous employee supervisors who would discuss and support the candidate's application. (See more in application timeline below).

Key 2021 Dates

(These dates are approximate, schedule may shift as the process proceeds.)

February 12, 2021	Recruitment Informational Session I
February 19, 2021	Recruitment Informational Sessions II
February 26, 2021	Recruitment Informational Sessions III
March 19, 2021	Deadline for submission of applications
April 3, 2021	Invitation of first round phone interviews issued
May 2021	Fellows Selected
July 1, 2021	Fellowship Start Date

Submit applications to:
Marlon Williams, VP of Collaboration and Policy
Employment@philanthropynewyork.org

No phone calls, please. Please note that due to the high volume of resumes we receive, we are unable to respond to all candidates. We will be directly in touch with candidates for first round telephone interviews.

Philanthropy New York is committed to creating a more equitable workplace. We value diversity and are dedicated to the recruitment, inclusion and retention of individuals of diverse backgrounds, sex, race, religion, gender preference and sexual orientation.