



PUBLIC POLICY FELLOW JOB DESCRIPTION
APPLICATION DEADLINE: FRIDAY, MARCH 15, 2019

Philanthropy New York, a regional association of grantmakers, is accepting applications for a two-year Public Policy Fellowship position. We seek applications from diverse candidates completing a masters-level or Ph.D. program in public policy, government, social work or related field of study OR recently graduated (May 2017 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 membership association of approximately 280+ private, corporate, family and public grantmaking organizations based in the New York City region, and provides a broad range of services to over 3,500 individual philanthropic professionals and trustees of those organizations. Philanthropy New York's primary mission is to support our members' work to serve the public good.

Philanthropy New York:

- Presents 200+ programs, group meetings and conferences each year ranging from short panel discussions to multi-part program series and conferences. PNY's programming covers a vast range of subjects – from the intricacies of interpreting nonprofit 990s to recognizing implicit bias, from New York City workforce development to international advocacy.
- Nurtures professional peer networks for foundation administrators, international grant makers, financial managers, communications professionals, support professionals, general counsels, COO's and CEOs.
- Coordinates [issue-based working groups](#) for philanthropic professionals focused on education, health, gender equity, justice reform, and others.

Public Policy Fellow Role and Responsibilities:

The Public Policy 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 Policy 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 gender equity. The policy 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:

- Policy 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.
- Policy 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 Public Policy 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 from diverse backgrounds, especially those that have been underrepresented in the field of philanthropy, such as people of color. Students must be graduating in Spring 2019 from a masters-level or Ph.D. 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 2017 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

Commitment to personal growth and development 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 for the entire two-year fellowship period
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 Public Policy 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 2019 Dates

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

February 27 th	Recruitment event and application clinic hosted by PNY (registration required)
March 15 th	Deadline for receipt of applications
March 25-26	Invitation of first round phone interviews issued
March 29-April 5	First round phone interviews
April 22 – May 3	Second round finalist interviews (in-person or by videoconference)
May 10	Final candidates submit brief writing exercise
May 13-17	Reference checks
On or about May 20	Employment offer extended to fellow
June 17 - August 12	Flexible period in which selected fellow could elect to begin 2-year fellowship.

Submit applications to:

Kathryn O'Neal-Dunham, COO

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.