

**Servant Leadership Summer Internship Placement Site  
Job Description  
Summer 2012**

**Organization Name: Southeastern Council of Foundations (SECF)**

**Physical Address:**

50 Hurt Plaza, Suite 350  
Atlanta, GA 30303

**Phone:** 404.524.0911

**Fax:** 404.523.5116

**Web site:** [www.secf.org](http://www.secf.org)

**Internship Supervisor:**

Helen M. Ishii, Director of Member & Government Relations  
[Helen@secf.org](mailto:Helen@secf.org)  
404.524.0911

**Organization's Mission Statement:**

Our mission is to serve, connect, strengthen and champion philanthropy and the philanthropic infrastructure in the South. Our strategic priorities are to: develop and support existing and emerging **philanthropic leaders** in the region, cultivate the **voice of philanthropy** in the South, build and strengthen the South's **philanthropic infrastructure**, and practice **organizational excellence** and build capacity to achieve our vision.

**Summary of organization's primary programs and services:**

SECF is a professional membership association of over 330 grantmaking organizations in the southeast. Our members are family and independent foundations, corporate giving programs and community foundations. They represent more than 25 billion dollars of assets dedicated to serving charitable interests in such areas as education, human services and the environment. We provide professional development opportunities for grantmakers to learn more about the art of making good grants -- learning about their communities,

engaging nonprofits and putting their considerable resources to work to make a better world. We do three things:

1. Provide conferences and programming where grantmakers can get educated and network with their peers. These include programs for family foundations, on investments, for new grantmakers, and for other types of foundations – corporate, community, etc. We help them get connected to each other and learn from best practices in the field.
2. Organize a “voice” for philanthropy in the southeast – via publications, online media and representation on a national level. Our goal is to build the capacity of foundations to speak at public policy tables, both at the state and federal levels.
3. Build the “philanthropic infrastructure” – help grantmakers organize around their common interests and create vehicles for them to align grantmaking and have more impact and more voice with their grant dollars.

**Intern’s title:**

SECF Public Policy Intern

**Number of interns requested for this position?**

One

**Internship project/job description:**

Research and write briefing papers on the state of philanthropy and its infrastructure in the 11 southeastern states.

Gather information on southeastern grantmakers interested in selected policy topics, including current grants and collaborations.

Help craft and implement SECF’s social media strategy on the web in order to engage grantmakers in public policy topics.

Research and report on colleague organization’s meetings and events, including dates, location and sponsorship information.

Assist with other office projects in public policy, membership and communications as needed.

**Qualifications:**

The ideal candidate will either have or be pursuing an undergraduate (junior or senior) or graduate degree in the social sciences, preferably political science, public policy or public/nonprofit administration. Excellent research, writing

and computer (social media tools, PowerPoint, Excel, Word, general internet) skills are required.

Demonstrate excellent research, written and verbal communication skills  
Time management – strong ability to organize and manage multiple priorities.  
Exhibit energy and enthusiasm, and an interest in working in the nonprofit/philanthropic sector.  
Enjoy working in a small team office setting – wearing many hats and being willing to help out as needed.  
Have a professional attitude; a quick study; team player; sense of humor; flexible.

**Other Requirements:**

Adhere to SECF’s Employee Handbook policies, including those regarding confidentiality and non-solicitation of members.

**Will the internship require that the student have a car?**

No, however, occasional use of a car will enable the student to attend meetings and visit members in the greater Atlanta area.

**Is placement site accessible by public transit or other transportation options?**

Yes