

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2022**

Organization Name: Philanthropy Southeast

Address:

100 Peachtree Street, Suite 2080

Atlanta, GA 30303

(anticipate internship taking place as a hybrid of both remote and in-person during May/June)

Mailing Address (if different):

Same

Phone: 404-524-0911

Web site: www.philanthropysoutheast.org

Internship Supervisor:

Jaci Bertrand, Vice President of Member Engagement

Supervisor's contact information including e-mail:

404-524-0911 (office)

404-550-1961 (cell)

Jaci@philanthropysoutheast.org

Organization's Mission Statement:

Our mission is to strengthen Southern philanthropy, welcoming our members to listen, learn and collaborate on ideas and actions to help build an equitable, prosperous South.

Summary of organization's primary programs and services:

Philanthropy Southeast (formerly the Southeastern Council of Foundations) is the premier philanthropic network for courageous leaders, ideas and resources focused on the American South and U.S. Caribbean territories. We connect our members to experts, innovations and best practices in philanthropy while promoting peer-to-peer learning and leadership development. Our members comprise a diverse network of thinkers, problem-solvers and leaders who share their perspectives, ideas and insights in pursuit of a common goal: leveraging the power of effective, meaningful philanthropy to build a region where all people can participate and prosper.

Our members are family and independent foundations, corporate giving programs and community foundations. They represent more than 112 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 this is several ways:

1. **Programs** – 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. **Public Policy** – 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. Philanthropy Southeast recently approved a new advocacy agenda with priorities focused on strengthening democracy and increasing economic mobility.
3. **Connections** – 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:

Intern of Member Services

Number of interns requested by this organization?

One

Internship project/job description:

Research & Database Support:

- Research characteristics of southeastern grantmakers including:
 - Number of foundations making grants in an 11-state region of the southeast including national foundations
 - Foundation funding priorities and asset size.
- Provide database support including updating member records with logos, EINs and current staff lists.
- Help further develop and update PSE’s member engagement tool to identify and include relevant indicators such as sponsorship details, committee participation, past event attendance, etc.
- Update Hull Fellows alumni records to include current contact information and affiliations.
- Help organize PSE’s membership files. Review and recommend processes and criteria for a virtual archive.

Program & Communication Support:

- Research and report on colleague organization’s meetings and events, including dates, location and sponsorship information. Update contact database as needed.
- Create a catalogue of past PSE speakers from Annual Meetings and other core programs.
- Assist with updating/cataloging resources for the Research Library and Racial Equity Hub (<https://www.philanthropysoutheast.org/EquityHub>).

- Support preparation for various PSE programs taking place virtually during the summer such as the community foundation and/or corporate workshops.
- Provide periodic updates for social media posts or other communication channels related to the internship experience and your learnings about the field of philanthropy.

Public Policy:

- Develop profiles of southeastern congressional members as well as assist with state legislative research.
- Help research relevant policy issues that may emerge as important to PSE's policy and/or advocacy committees.

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

Qualifications:

The ideal candidate will either have or be pursuing a degree in the social sciences, nonprofit management or public policy. Research, writing and computer skills are preferred (social media tools, PowerPoint, Excel, Word). The best candidate will:

1. Demonstrate excellent research, written and verbal communication skills;
2. Have a strong ability to organize and manage multiple priorities;
3. Exhibit energy and enthusiasm, and an interest in working in the nonprofit/philanthropic sector;
4. Manage working in a virtual environment and with a small team often wearing many hats; and
5. Have a professional attitude, be a team player, have a sense of humor, and be flexible.

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

Adhere to Philanthropy Southeast's Employee Handbook policies, including those regarding confidentiality and non-solicitation of members. Adhere to all office guidelines/policies designed to help mitigate the spread of coronavirus.

Will the internship require that the student have a car?

No. We anticipate the internship will take place as a combination of remote and in-office work. Some projects may require a limited presence in the office which is centrally located in downtown near public transit stations. If the status of in-person gatherings changes, a car will be convenient to attend local meetings though not necessary.

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