



## Equity Initiatives Intern

Position:	<b>Temporary, part-time, non-exempt, paid</b>
Department:	Advancement
Reports to:	Senior Director, Advancement Equity Initiatives
Supervises:	N/A
Date Revised:	January 2022

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**Summary:** The Equity Initiatives Intern will report to the Senior Director of Advancement Equity Initiatives to assist with various activities related to the development of equity initiatives across the Advancement team and the foundation, including material development, event planning, project management, research, outreach, and database management. The position will work as a part of an internal, cross-functional team to meet advancement and equity initiatives development objectives.

The intern role is designed to expose and challenge junior or senior level students pursuing a degree in African American studies, urban studies, urban development, advocacy, non-profit management, or a related field to all facets of advancement work with a focus on equity initiatives development. The incumbent will work approximately 20-25 hours per week with increased availability during school breaks, provided there is additional work available.

### Responsibilities and Expected Outcomes:

- Conduct research and data analysis on black philanthropy and other equity initiatives in the U.S. and present pertinent information to the Senior Director of Advancement Equity Initiatives.
- Compile research information and data to create customized PowerPoint presentations in support of equity initiatives in alignment with the foundation's strategic priorities.
- Assist with donor outreach; design and prepare donor communication material packages.
- Assist with Friends of the African American of the Philanthropy engagement activities.
- Assist with the creation and implementation of an e-newsletter focusing on the foundation's equity work and black philanthropy. Generate content.
- Maintain donor and grant databases and files.
- Provide support to the Special Events Manager with Equity Initiative events as needed and attend convenings related to ongoing initiatives:
  - African American Philanthropy Summit



- African American Philanthropy Committee meetings
- Friends of the African American Philanthropy Committee meetings

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

- Impact of black philanthropy and other equity initiatives in the U.S.
- Development and fundraising work in the nonprofit industry.
- Integrating/analyzing equity work in a nonprofit environment.
- Collaborative, cross-team project management.
- External leadership through the perspective of a community foundation.

**Essential Qualifications, Credentials, and Technical Skills required:**

- Currently a junior or senior pursuing a bachelor's degree in African American studies, Urban studies, urban development, advocacy, non-profit management, or other relevant major preferred.
- Strong interest in development and fundraising work in the nonprofit industry and commitment to diversity/racial equity and inclusion.
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint, Outlook, etc.); Advanced PowerPoint skills preferred.
- Strong interpersonal skills with the ability to interact with a diverse group of staff and external constituents. Experience working in a complex environment that requires flexibility and collaboration preferred.
- High ethical standards and regard for confidentiality and professionalism.
- Strong organizational, research, and project management skills.
- Self-motivated with the ability to prioritize and multi-task.
- Active listening skills and strong communication skills (verbal and written). Willingness to ask questions when in need of direction or clarification.
- Available to work some evenings and weekends for special events.

Preferred candidates will have strong academic credentials, are involved in student or community service activities, familiar with technology, and have strong presentation and research skills. Interested students should submit an application to [this link](#) by **January 31, 2022**. **We regret that we cannot respond personally to each applicant.**

**Note:** The Cleveland Foundation is currently working remotely until such time a determination is made to safely return to the office.