The Shannon St. John (SSJ) Philanthropy Fellow, named after Triangle Community Foundation’s first Executive Director, is a two-year, entry-level position that will allow recent graduates and new-to-philanthropy professionals the opportunity to gain experience working in philanthropy. The Fellow will be part of the Community Engagement team, but also work closely with Philanthropic Engagement and have the opportunity to work on special projects across other teams within the Foundation. The Fellow will finish the program with a broad view of philanthropy and a significant portfolio of skills and experiences to carry into their next opportunity.

This is a two-year position that will begin in August 2023 and continue for 24 months, and reports to the Senior Program Officer for Education Initiatives. The Foundation is committed to the professional growth of the Fellow during and after their term of employment.

Preference is for applicants within two years of bachelor’s or master’s degree completion who have graduated from a North Carolina college or university (Triangle-area preferred). Applicants who do not meet these criteria but have not previously worked in the field of philanthropy are also welcome to apply. Please submit a cover letter and resume no later than Thursday, June 15, 2023.

This position is responsible for the following:

Grant, Scholarship, and Program Support (75%)

- Work closely with the Community Engagement team to support administration and management of impact area grant programs, scholarships, and partnerships including:
  - Setting up grant/scholarship processes in our online platforms (GLM/SLM), including application, evaluation, reports, and agreement/payment forms.
  - Coordinating and preparing information for public information sessions.
  - Fielding inquiries from nonprofits during the application period and students during scholarships season.
  - Supporting Program Officers in managing administrative processes.
- Support Program Officers in recruiting, training, and coordinating Grant/Scholarship Advisory Committees, including, outreach, scheduling, and note-taking.
- Support Program Officers in collecting and reviewing required reports and communicating impact to internal and external stakeholders and donors.
- Support the Philanthropic Engagement team in administering donor-directed grant cycles, as appropriate.

Nonprofit and Donor Customer Service (20%)

- Assist the Community Engagement team with grantee engagement, including:
  - Organizing grantee roundtables.
  - Assisting with grantee-focused events.
  - Scheduling check-ins or site visits as requested by staff or donors.
Shannon St. John Philanthropy Fellow

- Create Nonprofit Insight and Issue Reports in response to donor inquiries through the Philanthropic Engagement team.
- Assist with coordination, planning, and execution of community-focused events.
- Respond to general inquiries from nonprofits.
- Attend events hosted by nonprofits in the community.
- Support coordination and execution of site visits to nonprofit organizations as appropriate.

**Special Projects and Professional Development (5%)**
- Contribute to projects that provide support to teams outside of Community Engagement (e.g. Marketing and Communications, Philanthropic Engagement, Operations, and/or Finance) and align with Fellow’s personal/professional interests.
- Participate in professional development opportunities.

**QUALIFICATIONS**
- Commitment to the Foundation’s goals, values, and mission.
- Interest in learning about philanthropy and/or the nonprofit sector.
- Bachelor’s degree preferred, or equivalent level of experience required.
- Effective interpersonal skills, including the ability and willingness to work closely with other colleagues as a team.
- Strong customer service mentality and commitment to professionalism.
- Strong writing ability and proficient in Microsoft Office 365.
- Strong organizational skills and ability to organize work to meet deadlines.
- Comfort with or aptitude for learning database and online grants management platforms.
- Flexibility; able to adjust activities and priorities and take on new responsibilities.
- Dependability.
- Willingness to seek out and accept feedback.

**COMPENSATION AND BENEFITS**
- The salary range for this position is $42,500 - $44,000.
- Benefits include health insurance (medical, HSA, HRA), dental insurance, retirement plan and contributions, wellness benefit, and generous PTO.

**HOW TO APPLY**
To apply, please email cover letter and resumé to jobs@trianglecf.org with “SSJ Fellow Position” in the subject line. Priority will be given to resumés received by Thursday, June 15, 2023. Applications without a cover letter will not be considered for this position.

For more details about Triangle Community Foundation, visit www.trianglecf.org.

At Triangle Community Foundation, we believe that when people feel respected and included, they can be more
creative, innovative, and successful. While we have more work to do to advance equity, diversity, and inclusion, we are investing to move our organization and community forward. The Foundation is an equal opportunity employer and if you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to Larisa Putnam at larisa@trianglecf.org.

Fellowship is contingent upon successful completion of a reference check and background investigation.