

Servant Leadership Summer Internship Placement Site Job Description Information Sheet Summer 2024

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)

Phone: 404-524-0911

Web site: www.philanthropysoutheast.org

Internship Supervisor:

Jaci Bertrand, Vice President of Member Engagement

Stephen Sherman, Director of Research & Data

Supervisor's contact information including e-mail.

404-524-0911 (office)

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stephen@philanthropysoutheast.org

Organization's Mission Statement:

Philanthropy Southeast strengthens 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 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 represent more than 300 philanthropic organizations and individuals of all sizes, including but not limited to family and independent foundations, corporate giving programs, community foundations, grantmaking public charities, and philanthropic-serving organizations. Our members represent more than 112 billion dollars in assets dedicated to serving charitable interests across the Southeast in such areas as education, health, human services and the environment. We provide resources, professional

development and networking opportunities for funders to learn more about best practices in grantmaking and philanthropic practice -- learning about their communities, engaging nonprofits and putting their considerable resources to work to make a better world.

We do this in several ways:

1. **Programs** – providing conferences and programming where grantmakers can learn and network with their peers. These include programs by constituency (e.g. family foundations), by role (e.g. CEOs), or for those who are new to grantmaking. We connect our members to each other and to experts in the field to help them learn about best and innovative practices in philanthropy.
2. **Public Policy** – serving as 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 address relevant policy issues, both at the state and federal levels. Philanthropy Southeast maintains both a policy agenda and advocacy agenda to guide our work in this area.
3. **Connections** – building the philanthropic infrastructure to help grantmakers organize around their common interests and create vehicles for members to align grantmaking with impact and to utilize all forms of philanthropic capital to achieve their mission.

Intern’s title:

Summer Intern

Number of interns requested: 1

Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.):

We anticipate the internship will take place as hybrid with a combination of remote and in-office work. Philanthropy Southeast operates primarily in a remote work environment, though some projects may require in-office work. The internship may also require attendance at in-person meetings in the office or at local programs. The exact blend of remote and in-office work may be adjusted according to the projects at hand.

Research & Database Support:

- Assist with identifying and cataloging resources for the Research Library and Resource Hub.
- Track member engagement data such as committee participation and Philanthropy Essentials faculty participation within the organization’s member database.
- Log member inquiries and reference requests in the Quest tracking platform.
- Index past articles from the organization’s Inspiration magazine.
- Update Hull Fellows alumni records to include current contact information and affiliations. Create a comprehensive alumni list.
- Assist with recording historical sponsorship data within the member database.

- Provide general database support including updating member records with logos, EINs and current staff lists.

Program & Communication Support:

- Create a catalogue of past speakers from Annual Meetings and other core programs.
- Assist with preparation for various Philanthropy Southeast programs taking place during the summer months, such as the Community Foundation Boot Camp.
- Provide support for Annual Meeting registration as needed.
- Assist with interviews and drafting member profiles for our blog, Engage, and weekly e-newsletter, Connect.
- Share 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 congressional members representing states in the Southeast as well as assist with state legislative research.
- Help research relevant policy issues that may emerge as important to Philanthropy Southeast's public 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.

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?

Adhere to PSE's policies including those regarding confidentiality and non-solicitation of members.

Will the internship require that the student have a car?

No. Some projects may require a limited presence in the office, which is centrally located in downtown Atlanta near public transit stations. A car may be convenient to attend local

programming though this would be optional, and staff can arrange transportation if necessary.

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

Yes, our office is located within short walking distance of both the Five Points and Peachtree Center MARTA stations as well as the Atlanta Streetcar and area bus stops.