

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2010**

Organization Name: Southeastern Council of Foundations

Address: 50 Hurt Plaza, Suite 350, Atlanta, GA 30303 (downtown)

Mailing Address (if different):

Phone: 404.524.0911

Fax: 404.523.5116

Web site: www.secf.org

Internship Supervisor: Helen Ishii, Director of Member and Government Relations

Supervisor's contact information including e-mail: Helen@secf.org

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**.
- 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 325 grantmakers in the southeast. They 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 the arts, 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. Plan meetings 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

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

Benefits:

- Unique exposure to the world of philanthropy -- Learn about the little-known world of foundations and the role of philanthropy in society.
- Attend a site visit to a grantmaker’s office and select meetings of grantmakers.
- Exposure to a powerful network of grantmakers in the southeast, via phone, web, or in-person.
- Develop an understanding of the nonprofit and philanthropic sectors – and how they work in relationship to government and the business sectors.
- Learn how a regional membership association functions – understand the power of professional associations and why members join and how they participate.
- Understand how grantmakers are working to bring about change in their communities.
- Interact with grantmakers via phone, web, or in-person.

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.

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

Other requirements for position (security check, drug screen, immunizations) – 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.

Is placement site accessible by public transit or other transportation options? Yes – MARTA's Five Points Station is three blocks away.