

**Servant Leadership Summer Internship Placement Site  
Job Description Information Sheet  
Summer 2018**

**Organization Name: Southeastern Council of Foundations (SECF)**

Address:

100 Peachtree Street, Suite 2080  
Atlanta, GA 30303

Mailing Address (if different): Same

Phone: 404-524-0911

Fax: 404-523-5116

Web site: [www.secf.org](http://www.secf.org)

Internship Supervisor:

Jaci Bertrand, Senior Director of Member Engagement

Supervisor's contact information including e-mail.

404-524-0911

[Jaci@secf.org](mailto:Jaci@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 340 grantmaking organizations in the southeast. Our members 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 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 three things:

1. 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. 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 Intern of Member Services

Number of interns requested by this organization?

One

Internship project/job description:

- Research characteristics of southeastern grantmakers. An intern will spend time researching:
  - Number of foundations making grants in an 11-state region of the southeast including national foundations
  - Foundation funding priorities and asset size
- Help further develop and update SECF’s member engagement tool to include relevant engagement indicators and to assist with membership statistics
- Help identify, and interview when appropriate, foundations active in 1) advocacy grantmaking and/or 2) working collaboratively with

- government or the private sector. Help develop case studies of southeast foundations active in these areas.
- Work with public policy director to develop profiles of southeastern congressional members.
  - Research and report on colleague organization's meetings and events, including dates, location and sponsorship information. Update contact database as needed.
  - Provide database support including updating member records with logos, EINs and current staff lists.
  - Conduct research to support activities leading up to SECF's 50<sup>th</sup> Anniversary taking place in 2019. Activities may include researching founding or early Board members and assembling other historical materials from archives.
  - Assist with other office projects in membership, programs and communications as needed.

#### Qualifications:

The ideal candidate will either have or be pursuing a degree (junior or senior) in the social sciences, nonprofit management or public policy. Excellent research, writing and computer skills are required (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. Enjoy working in a small team office setting often wearing many hats and being willing to help out as needed; 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 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, however, occasional use of a car will enable the student to attend meetings and visit members in the greater Atlanta area.

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