Organization Name: Southeastern Council of Foundations (SECF)

Address:
100 Peachtree Street, Suite 2080
Atlanta, GA 30303
(anticipate internship taking place remotely during May/June)

Mailing Address (if different):
Same

Phone: 404-524-0911
Fax: 404-523-5116
Web site: www.secf.org

Internship Supervisor:
Jaci Bertrand, Vice President of Member Engagement

Supervisor’s contact information including e-mail:
404-524-0911
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 membership association of philanthropic organizations committed to the people and communities of 11 Southeastern states and the U.S. Virgin Islands. 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 are family and independent foundations, corporate giving programs and community foundations. They represent more than 112 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 this is several ways:

1. **Programs** – 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. **Public Policy** – 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. **Connections** – 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 & Database Support:**
- Research characteristics of southeastern grantmakers including:
  - Number of foundations making grants in an 11-state region of the southeast including national foundations
  - Foundation funding priorities and asset size.
- Provide database support including updating member records with logos, EINs and current staff lists.
- Help further develop and update SECF’s member engagement tool to identify and include relevant indicators such as sponsorship details, committee participation, past event attendance, etc.
- Update Hull Fellows alumni records to include current contact information and affiliations.
- Help organize SECF’s membership files. Review and recommend processes and criteria for a virtual archive.

**Program & Communication Support:**
- Help organize and develop materials to support the launch of SECF’s 2021/22 Hull Fellows Program. This may include organizing applications, compiling class information and helping to develop curriculum components. Interviewing fellows for future communications and articles may also be included.
- Research and report on colleague organization’s meetings and events, including dates, location and sponsorship information. Update contact database as needed.
- Create a catalogue of past SECF speakers from Annual Meetings and other core programs.
• Assist with updating/cataloging resources for the Research Library and Racial Equity Hub (www.secf.org/equityhub).
• Support preparation for various SECF programs taking place virtually during the summer such as the community foundation and/or corporate workshops.
• Provide 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 southeastern congressional members as well as assist with state legislative research.
• Help research relevant policy issues that may emerge as important to SECF’s 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. 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. 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.

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. Adhere to all office guidelines/policies designed to help mitigate the spread of coronavirus.

Will the internship require that the student have a car?
No, we anticipate most of the internship will take place remotely. Some projects may require a limited presence in the office which is centrally located in downtown near public transit stations. If the status of in-person gatherings changes, a car will be convenient to attend local meetings though not necessary.

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