

Philanthropy Fellows Program Guide for WRAG Members

Building the Next Generation of Philanthropy Professionals

Updated March 2018

About the Program

The Philanthropy Fellows program is a pipeline linking students from the University of Maryland’s Do Good Institute to semester- or year-long internship opportunities with members of the Washington Regional Association of Grantmakers.

The program is designed to provide WRAG members with knowledgeable and skilled fellows, and to provide future social sector leaders with meaningful opportunities to gain professional experience, develop skills, build a professional network, and learn about local community needs.

Since 2011, Philanthropy Fellows have successfully led and contributed to projects related, but not limited, to:

- **Communications and marketing**
- **Evaluation**
- **Fundraising and development**
- **Grant reviews and due diligence**
- **Grants administration**
- **Portfolio analysis**
- **Research and report writing**
- **Special events**

Availability & Deadlines

Graduate students are available 10-20 hours per week for semester- or year-long internships. Undergraduate students are available for 10-16 hours per week for the fall semester. *(Undergraduate internships may continue into the spring, if class schedules allow.)*

Deadlines to submit Philanthropy Fellows position descriptions to WRAG are as follows:

Term	Internship Dates	Position Description Due Dates
Academic Year 2018-2019 (Graduate fellows only)	Sep. 4, 2018 – May 10, 2019	Friday, May 11, 2018
Fall 2018 (Graduate & undergraduate fellows)	Sep. 4, 2018 – Dec 7, 2018	Friday, May 11, 2018

Costs

WRAG members are responsible for covering their fellow's travel costs to and from work and appropriate stipends. Suggested compensation for fellows is at least \$15/hour (roughly \$2,400 to \$4,800 per semester depending on hours), plus a travel stipend based on cost of metro/parking.

Just as you would when hiring a new employee, WRAG members are expected to have made internal arrangements for paying their fellow before their fellow begins working.

Process and Timeline

- Step 1: WRAG members interested in hiring a fellow schedule a 15 minute call with Rebekah Seder, steder@washingtongrantmakers.org, to discuss the program and potential Philanthropy Fellows opportunity.
- Step 2: Develop and submit a position description using the template provided to Rebekah Seder by Friday, May 11.
- Step 3: UMD markets available Philanthropy Fellows positions to students, gathers the resulting applications, and works with WRAG to select qualified candidates for each position.
- Step 4: In early August, WRAG provides members with 2 - 3 candidates' application materials.
- Step 5: Members review candidate materials and work directly with students to schedule interviews. Members make an offer directly to the student and negotiate hours and stipend. The hiring process should be complete by August 31, with internships beginning in as soon as possible in September. Members should notify Rebekah Seder immediately of all decisions to interview and hire candidates.

Expectations of Host Organizations & Internship Supervisors

The Philanthropy Fellows program is intended to provide students with substantive and meaningful professional experience in philanthropy, and to provide WRAG members with skilled part-time support to increase their capacity. High quality Philanthropy Fellows positions engage fellows in some aspect of the practice of philanthropy. Characteristics of successful Philanthropy Fellows positions include:

Work Plans: The supervisor, in partnership with the fellow, should design a work plan and set goals that are agreed upon by both the fellow and the supervisor. Work plans can change as you get to know your fellow's strengths and interests, and should have some clearly defined tasks and projects ready at the outset of the internship so that he/she can hit the ground

running. The work plan should be submitted to Rebekah Seder by the end of your fellow's second week. Please note that this program is not intended to be used primarily for administrative/office management support. Such duties should not take up more than 10 percent of a fellow's time.

Long-term Project (*NEW THIS YEAR!*): While Philanthropy Fellows can assist with the day-to-day functions of the organization, to ensure a meaningful experience that allows your fellow to learn and grow in their role, we strongly recommend there be a long-term project that your fellow either leads or substantively contributes to. This project can be one suggested by the host organization, or developed by the fellow in partnership with his/her supervisor. The intent is to ensure that your fellow completes the internship having made a meaningful and substantive contribution to the organization.

Supportive Supervision: One staff person should be the designated supervisor of the Philanthropy Fellow. The supervisor should meet in-person and on a regular basis with the fellow to provide feedback, give him/her opportunities to ask questions, and to make sure that the fellow is making appropriate progress on his/her work and goals for the internship.

Work Schedule: The supervisor and Philanthropy Fellow should develop a mutually agreeable work schedule. You should expect your fellow to complete his/her internship obligations within the agreed upon number of hours. Please be mindful of the fact that your fellow is balancing work and school, and may need some flexibility at certain times of the semester. In addition, most students have a long winter break in January during which time they will not be able to work.

On-boarding: The supervisor should conduct a formal on-boarding process to introduce the fellow to staff, to the work of the organization, and to fully incorporate him/her into the organization. Philanthropy Fellows should be invited to attend staff meetings as appropriate and as their schedule allows. WRAG has a sample on-boarding checklist available at www.washingtongrantmakers.org/philanthropy-fellows.

Evaluations: The supervisor is asked to conduct two evaluations of the fellow, at the mid-point and at the end of the internship. The final evaluation should be signed by both the fellow and the supervisor. WRAG has sample evaluation forms available at the link above, or you may use your organization's own evaluation format.

Mentorship: The supervisor should be willing and able to serve as a professional mentor for his/her Philanthropy Fellow and to facilitate the fellow's networking and community exposure.

Professional Development & WRAG Membership

WRAG and UMD provide occasional professional development opportunities. Members should support their fellow's professional growth by supporting their participation in these programs. In addition, fellows are considered WRAG members and are invited and welcome to attend most WRAG programs open to all members. We encourage you to bring your fellow with you when you attend WRAG events.

Frequently Asked Questions *Please read carefully!*

1. ***How will my fellow be paid?*** Just like any other employee, members pay their fellow directly. How you work out the pay arrangements is completely up to you and your organization. Be aware that many students are considering different opportunities, within and outside of this program, and may seek to negotiate a higher stipend. In addition, be sure to identify how you will be paying your fellow in advance of your fellow's start date. If paying your fellow directly is a problem, let us know.
2. ***When will my fellow start and what will be his/her hours?*** That is completely up to you and your fellow. Just like hiring any other employee, you will discuss and agree to a mutually convenient start date, hours, and schedule. Please keep in mind that your fellow will be working around a class schedule. In order to allow for a meaningful period of time for the internship, we ask that you arrange for your fellow to start work no later than Tuesday, September 4, 2018.
3. ***Could my top candidates be interviewing for other positions?*** Possibly. During the matching process we try to avoid duplication, but some students are matched with more than one position based on their qualifications and interests. Just like hiring any other employee, there is a chance your candidates may be interviewing for other positions within and outside this program, so we recommend that you proceed quickly with interviewing and making an offer to a fellow.
4. ***Am I guaranteed a fellow?*** No. The positions that attract the most student applications are those that offer substantive opportunities and that do not require highly specialized or issue-specific experience beyond what would be expected of a student. Since not all students have cars, offices that are located close to a metro station also tend to attract more applicants. Your candidates may be interviewing for other positions and may withdraw their application if they accept another opportunity.
5. ***Am I obligated to hire one of my candidates?*** No. We hope that you are able to make an offer to one of your candidates but realize that sometimes there isn't a good match.
6. ***Can I hire more than one fellow?*** Absolutely!
7. ***Can my fellow attend the Annual Meeting and the Fundamentals of CSR Workshop?*** Annual Meeting sponsors may provide one of their allotted seats to their fellow. There is a special student rate for individual Annual Meeting tickets, as well as for the Fundamentals of CSR Workshop. We encourage you to support your fellow's participation in both events by covering the cost of attendance.

Other questions? Contact Rebekah Seder at steder@washingtongrantmakers.org.