

Intern Job Description

**Company:** W. Clement & Jessie V. Stone Foundation, Downtown Chicago (Loop)  
**Position:** Summer Intern

**Background of Foundation:** The W. Clement & Jessie V. Stone Foundation is a family foundation with grantmaking priorities in education, early childhood development, and youth development with an asset base of about \$110 million and a grant making budget of approximately \$4-5 million a year. The Foundation’s grantees have a national footprint with a geographic focus in the Bay Area, Chicago, New York City, Boston, and Philadelphia. The Foundation is governed by a board of 12 family members who are actively engaged in the Foundation. The Foundation employs four full-time staff members, with three based in Chicago and one in Philadelphia.

**Position Opportunity:** The Foundation has recently developed an exciting internship opportunity in philanthropy. Working in partnership with other Chicago-based funders, the Foundation developed its internship to provide a unique experience for an undergraduate student interested in pursuing work in the nonprofit space after college. For one current undergraduate student, this ten-week internship will provide a unique look into the nonprofit sector and opportunities to learn more about the systems and policies within the education, early childhood development, and youth development fields.

**Position Summary:** The Summer Intern will provide support to Foundation staff in implementing grantmaking strategies – conducting background research on relevant issues, attending site visits with the organizations the Foundation supports, and attending meetings with staff from other Foundations to discuss collaborative work and undertake special projects as needed. In addition, the Summer Intern will work with Foundation staff to improve upon internal processes to better enhance the effectiveness of the Foundation’s grantmaking. Projects may include one or more of the activities described below:

Responsibility	Purpose
Use available data and online research to perform secondary research on issues related to areas of grantmaking.	This research helps inform our giving strategy by answering key questions: What are the areas of greatest need in the communities we support? Who is working on these issues? How can we help?
Provide support for internal and external meetings, including material preparation, notetaking and follow-up.	This type of support helps establish clear communication for meeting attendees, creating efficiencies in collaborative work. Internal meetings may include check-ins and planning meetings; external meetings may include site visits to organizations the Foundation supports or collaboration meetings with colleagues from other foundations.
Undertake special projects upon request which may include the proposal forms, website, or social media.	Supporting special projects means providing extra capacity to Foundation staff so they can accomplish projects in addition to grantmaking.

The Foundation's core working hours are 9:00am – 5:00pm, Monday through Friday. The hours for this position will be within the core working hours and largely consistent week to week, but the final schedule will be established after discussion between the intern and supervising staff. We anticipate the position will involve approximately 24 hours per week for ten weeks, and these hours can be scheduled over three, four or five days.

**Preferred Qualifications and Experience:**

- Currently pursuing a bachelor's degree
- Smart, high-energy person, who can multi-task
- Strong attention to detail and deadlines
- Ability to work with minimal supervision and be a strong team player
- Excellent written and oral communication skills
- Flexible to assume additional responsibilities as assigned
- Interest in the Foundation's grantmaking priorities (education, early childhood development, and youth development)
- Punctual and reliable
- Legally eligible to work in the US; the Foundation will not sponsor visa applicants

The information contained in this job description is intended to convey information about the essential functions and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity.

**Start Date:** May/June, exact start date flexible **End Date:** 10 weeks following start date

**Compensation:** \$17/hour, approximately 24h/wk, paid semi-monthly. This is a non-exempt part-time temporary staff position that will terminate after ten weeks.

**Applying:** Please submit a one-page resume, cover letter and contact information (e-mail and telephone) to [brandon@wcstonefnd.org](mailto:brandon@wcstonefnd.org) with "Summer Internship" in the subject line no later than **March 20, 2020**.\* In your cover letter, please indicate any:

- interest or experience in the nonprofit sector;
- interest or experience in the fields of education, early childhood development, and youth development; and
- skills you believe will help fulfill the core responsibilities as listed above.

\*Applications will be reviewed on a rolling basis. Applications without a cover letter will not be considered. No calls please.

The W. Clement & Jessie V. Stone Foundation is an Equal Opportunity Employer.