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## PROGRAM FELLOWSHIP

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### THE OPPORTUNITY

This is a premier opportunity in philanthropy where fellows can develop an analytical lens to evaluate solutions that advance racial equity and cultural connections in an urban setting. Fellows will review grant proposals, conduct site visits, and make grant recommendations. They will gain exposure to a wide range of social and economic issues while discovering trends in the nonprofit sector. Fellows will also create documentation for staff and the board of directors as well as work on special projects.

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### RESPONSIBILITIES

Fellows learn all aspects of the Field Foundation grantmaking process by reviewing grant proposals, conducting site visits, formulating grant recommendations, and provide written documentation for the Foundation's staff and Board of Directors.

- Review and solicit grant proposals and reports, focusing on activities, results, indicators of success and budgets.
- Support Program Officers to conduct site visits and information meetings with grantee and potential grantees.
- Write briefs and funding recommendations.
- Support Program Officers in recommending grants to be presented to the Field Foundation's Board of Directors.
- Support Leadership Investment Program Officer will all aspects of LFNC Award process
- Engage with nonprofit partners through collaboration, learning, exchange and strategic partnerships at information sessions, conferences and through other opportunities.

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### CANDIDATE PROFILE

Graduate students in any Chicago university that are working on degrees related to the Field Foundation's Justice, Art, Media & Storytelling, and Leadership Investment programs are welcome to apply. The fellowship is supervised, can provide credit towards a degree, and offers fieldwork and philanthropic experience.

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### PERSONAL CHARACTERISTICS

- Optimistic outlook
- Enthusiasm for organizational change and learning
- Ability to interact with empathy and a sense of humor
- Deep passion for and commitment to honest and candid conversations and self-reflection about race, racial justice, and equity
- Partnership approach and ability to effectively work with different work styles

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**DURATION:** September 5, 2023 - May 31, 2024

**HOURS:** 16 – 20 hours/week

**STIPEND:** \$10,000

### TO BE CONSIDERED

Please visit Field Foundation's website for instructions on how to apply <https://fieldfoundation.org/fellowship-application>

Applications open on February 15, 2023

Applications are due on March 15, 2023, by 11:59pm