

Fellowship Available

2010 Summer Fellow for Grant Evaluation

Program Description

The student will work as a summer fellow in conjunction with program staff of The Community Foundation to conduct evaluations of selected grants allocated by The Foundation over the recent past. The grant evaluation process provides The Foundation with important perspectives valuable to its work as a resource for the non-profit community and in broad public policy issues. Summer fellows have the opportunity to observe a flexible, entrepreneurial grantmaking philosophy at work in the community.

The project includes participation in survey instrument design, field work with non-profit entities in Herkimer and Oneida counties, observation of the internal processes unique to philanthropic grantmakers, an assessment of the impact of grants made by The Foundation, and recommendations for possible improvements in The Foundation's grants administration process. The fellow will synthesize written assessments and field work into a written and visual report for The Foundation's Grants Committee and Board members.

The fellow will receive a stipend of \$3,500 for a full-time, ten-week placement at The Community Foundation in Utica, New York, beginning between May 24 and June 1, 2010.

Eligibility

One fellowship is available for summer 2010. All currently enrolled undergraduate/graduate students with an interest in philanthropy and the non-profit sector are encouraged to apply. A personal vehicle and valid driver's license are required. Mileage is reimbursable.

The fellowship was created for individuals with strong oral and written communication and analytical skills who are ready and able to undertake an intensive, full-time project in grant review; are highly motivated and resourceful self starters; have demonstrated a commitment to community involvement through previous service experience; have demonstrated leadership and time management skills; and possess the desire to learn more about the work of philanthropic foundations and the non-profit sector.

Application Deadline / Interviews

Forward completed applications accompanied by a one-page resume and one faculty letter of recommendation to The Community Foundation at 1222 State Street, Utica, NY, 13502, by April 9, 2010. Applicants should include a one-page writing sample (see application for details) demonstrating analytical, technical, or research-oriented writing skills. Interviews will be conducted between April 19 and April 30, 2010.

Please direct applications and questions to:
Lara Sepanski, Program Associate
lsepanski@foundationhoc.org

THE COMMUNITY FOUNDATION OF HERKIMER & ONEIDA COUNTIES, INC.

**-- Application --
Summer Fellow for Evaluation**

Name: _____

College or University: _____

Campus Address: _____

Campus Phone: _____

Email: _____

Permanent Address: _____

Permanent Phone Number: _____

Class Year and Major Concentration: _____

Faculty advisor or other faculty member able to provide a verbal reference (name and phone; may be the same as your written reference if desired): _____

Additional Application Materials

Cover Letter

In your cover letter (not to exceed two typed pages, single spaced), please address how your academic and personal experiences have prepared you for this fellowship, and describe what you hope to learn from this experience. Additionally, please explain how this fellowship corresponds with your academic and career goals. Please address the letter to Lara Sepanski, Program Associate, at The Community Foundation.

Resume

Please limit the length of your resume to one page.

Written Reference

Please include one letter of reference with contact information, sealed in an envelope, from a member of the college faculty. Students are advised to show faculty the fellowship job description so they may address the individual qualities and skills identified for the position.

Writing Sample

Applicants should include a one- or two-page writing sample demonstrating analytical, technical, or research-oriented writing skills. An excerpt from a larger document such as a research paper will accepted, if accompanied by the document's cover page.