WOODRUFF, WHITEHEAD & EVANS FOUNDATIONS FELLOWSHIP

POSITION DESCRIPTION | 2027-2028

OVERVIEW

The Woodruff, Whitehead and Evans Foundations Fellowship provides work experience to recent college graduates interested in the nonprofit and philanthropic sectors. The Fellow assists staff in a range of Foundation activities. Applicants should be bright, curious and self-motivated, and should demonstrate strong written and oral communication skills. Duties and responsibilities include the following:

- Prepare for and participate with staff in meetings with grant applicants and visits to organizations seeking support. Draft memoranda summarizing meetings.
- Assist with general correspondence with grantees and grant-seekers.
- Assist with database management, data collection and basic data analytics pertinent to the Foundations' grantmaking.
- Support staff research requests and compile news clips related to the Foundations' grantmaking.
- Attend staff meetings and give presentations on topics related to the Foundations' grantmaking.
- Attend philanthropy association meetings and support the Foundations' participation in association activity.
- Prepare briefings and assist with administrative tasks.

Term of Appointment: One year, August 2, 2027, through July 28, 2028.

Compensation: Competitive salary plus benefits, including medical and dental insurance, retirement plan and parking.

HOW TO APPLY

Applicants may submit a resume and a brief letter explaining their interest and qualifications. The Foundations will interview applicants in February and select a candidate in March.

ABOUT THE FOUNDATIONS

The Robert W. Woodruff Foundation, Joseph B. Whitehead Foundation, Lettie Pate Evans Foundation and Lettie Pate Whitehead Foundation are charitable grantmaking organizations that share a staff and office. The Foundations distribute more than $500 million annually to nonprofit organizations in Atlanta, Georgia and the Southeast. Additional information about each of the Foundations can be found on their websites: woodruff.org, jbwhitehead.org, lpevans.org and lpwhitehead.org.