
WOODRUFF, WHITEHEAD & EVANS FOUNDATIONS FELLOWSHIP

POSITION DESCRIPTION | 2025-2026

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 1, 2025 through July 31, 2026.

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

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.