

**Wellspring Philanthropic Fund
Sexual Orientation and Gender Identity Internship
2019**

Wellspring Philanthropic Fund Internship Program is intended to provide significant practical training and experience in the areas of philanthropy, social justice and human rights. Internships offer an opportunity to become integral members of staff and to work with professionals promoting and administering the full spectrum of the grantmaking and social-justice fields. Wellspring Philanthropic Fund works to provide interns with unique opportunities for learning and exposure to the programmatic, grantmaking and/or operations sides of the world of philanthropy.

Description of the Sexual Orientation and Gender Identity Program

The SOGI Program seeks to improve the lives of LGBTI people and to end discrimination based on sexual orientation and gender identity and expression. SOGI does this through support for organizations that promote both formal and lived equality, reflecting the belief that laws, policies, and social norms must be changed in order to improve LGBTI people's lives.

Desired Qualifications:

- Undergraduate or graduate students pursuing a relevant field preferred (such as public policy, human rights, international development),
- previous volunteer or work experience in LGBT rights preferred,
- excellent English-language written- and verbal-communication skills,
- fluency in Spanish a plus
- excellent analytic and research abilities,
- initiative, resourcefulness and flexibility, and
- ability to handle confidential information with complete discretion.

Responsibilities:

- carry out research projects as agreed upon with the SOGI Program, for domestic and international grantmaking,
- assist with strategic planning process,
- perform administrative tasks as requested (e.g., note taking, file organizing),
- help to plan and organize meetings and conference calls of relevance to the SOGI Program.

The above job description is meant to describe the general nature and level of work being performed; it is not to be construed as an exhaustive list of all responsibilities, duties and skills required. As needed from time to time, the intern may be required to perform duties outside of his or her normal responsibilities and must be flexible when working on unexpected cross-programmatic projects.

Benefits:

- learn firsthand how a grantmaking organization operates,
- acquire deeper understanding of the role philanthropic organizations play in promoting and advancing social justice and human rights,
- gain valuable exposure to the wide range of philanthropic activity,
- develop and strengthen personal and professional skills in an exciting work environment,
- become integral members of staff and work with professionals administering the full spectrum of the grantmaking and social-justice fields,
- meet and learn from like-minded organizations, and
- take the next step toward a successful and meaningful career.

Additional benefits:

- hourly position (\$18/hour);
- flexible time schedule,
- luncheon series featuring outside speakers and Wellspring staff,
- opportunities to network with leading foundation staff through meetings, affinity-group conferences, and networking events with other NY- and DC-area interns.

About Wellspring Philanthropic Fund

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC. Wellspring’s work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

As a private foundation, Wellspring’s key functions are to conduct research and education tailored to our mission; manage a grantmaking portfolio of various programs, administer grants and monitoring grantee performance; and work to promote the effectiveness of programs that receive donor funding.

Wellspring Philanthropic Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply.

Wellspring hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Foundation's service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law (e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment).

HOW TO APPLY:

Applications should demonstrate strong research and writing talents, excellent communication skills and the ability to independently undertake various research, writing and administrative projects.

- ✓ Send an e-mail to internship@wpfund.org with "Spring Intern, SOGI" in the subject line, to which you have attached the following documents:
 1. a cover letter with a brief personal statement, and an outline of career goals and interests in human rights and social justice;
 2. a resume listing relevant courses, previous experience and special skills (including languages);
 3. One academic or professional reference; no personal references will be accepted;
 4. One writing sample (i.e., academic work, research paper, essay) of no more than three pages.
- ✓ Complete applications must be received, not postmarked, by the deadline, **Friday, November 30th, 2018.**
- ✓ Internship runs from **January 14th-May 25th** (flexible.)