



Wellspring Philanthropic Fund Grants Management Internship 2019

Job Summary

Wellspring Philanthropic Fund (WPF) seeks an intern to work with its Grants Management Team, assisting with various administrative tasks related to grantee reporting. The Grants Management Intern (GMI) will report to and work under the direction of the Post Award Grants Officer and the Deputy Director of Grants Management, and work in close collaboration with the Grants Management Assistant.

Key Responsibilities:

- Receive, review, and log grant reports in the GM database. Use WPF email templates to acknowledge receipt of reports and/or request missing information.
- Read and interpret the report inbox emails to determine what grantees are submitting and /or requesting. Send specific WPF reporting templates upon grantee's request.
- Respond to requests for extensions that are less than 30 days or elevate requests for longer extensions.
- Confirm that grantee used WPF approved reporting templates and determine if any information is missing. Review final financial reports to confirm all grant funds have been spent. If not, flag accordingly.
- Determine correct Grant Identification number, if not provided, based on GM database.
- Cross reference report inbox emails and new GM online report portal and update any overlapping of report submissions.
- Compile a list of issues/questions from the reports inbox that need additional research and work with GM team to resolve
- Other administrative tasks as assigned.

Qualifications:

- One or two years of administrative experience in a professional office environment preferred.
- Enrolled in Undergraduate Program, Bachelor's Degree, or equivalent experience required.
- Keen attention to detail and superior organizational skills.
- Proven ability to carry through on a project.
- Exceptional judgment and ability to handle confidential information with complete discretion.
- High level of comfort with Outlook and database software; knowledge of Microsoft Office.
- Familiarity with, and commitment to, human rights and social justice issues.
- Spanish language skills a plus, but not required.
- Understands and values social justice, including racial and gender equity as an organizational operating principle – and is committed to continued learning on issues related to race, gender, equity, diversity, and inclusion.



Compensation and Benefits

- Hourly position (\$18/hour);
- Flexible time schedule
- Develop and strengthen personal and professional skills in a workplace committed to the advancement of human rights.
- Participate in weekly lunch series featuring Wellspring staff and expert outside speakers;

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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. We actively cultivate an institutional culture that reflects the values of respect, equity and inclusion that we seek through our work to amplify in the larger world.

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 aptitude for detailed administrative work.

- ✓ Send an e-mail to internship@wpfund.org with “Intern, Grants Management” in the subject line, and attach the following documents:
 - A **cover letter** outlining your interest in this role and your expected weekly availability June – September;
 - A **resume** including contact information for one academic or professional reference
- ✓ This paid internship is part-time (12-16 hours/week), located in our Times Square office in New York City, and expected to run June – September (with possibility for an extension).
- ✓ Offer will be contingent upon a background check.
- ✓ No phone calls, please.

NOTE: At this time our preference is that applicants have work authorization to work in the United States. If you need sponsorship, please let us know in your cover letter.

Complete applications must be received by the deadline, **May 15th, 2019.**