

## THE HEALING TRUST

**Job Title:** Paid Grantmaking Internship for a Student of Color

**Reports to:** Program and Communications Officer

**Position Summary:** Have you ever wondered how foundations make decisions about grants? Are you curious about the ways in which foundations fund and support nonprofit organizations and leaders? Would you like a deeper understanding about the ways in which nonprofit organizations can affect public policy through systems change advocacy? If so, this internship might be for you.

The Healing Trust's intern will have the opportunity to go beyond the surface of grant making to learn about its programs and to observe and/or participate in its grant making process from start to finish. This intern will write and evaluate grant proposals and dive-deep into The Healing Trust's efforts to support nonprofit staff through various programs. Additionally, this intern will also have the opportunity to explore the ways that grantmaking foundations utilize communication strategies to support their missions.

The purpose of this internship is to increase the racial diversity in philanthropy in Middle Tennessee and ultimately, in the sector as whole. Three out of 4 full-time employees at foundations are White and 90% of CEOs at foundations are White.

<https://www.philanthropy.com/article/Who-Works-at-Foundations-a/229283>

As with all jobs at The Trust, the intern is expected to be an active, energetic and supportive team member who practices compassion with self and others. The intern will work 15-20 hours a week and be paid \$15 per hour.

**Learning opportunities:**

- Review materials related to grant evaluation, health care policy, philanthropy in the south, and/or Adverse Childhood Experiences (ACEs)
- Learn how a grant process works from the foundation's perspective
- Create and receive feedback on grant proposals
- Attend coalition meetings with advocacy grantee partners to learn about strategy development
- Participate in site visits
- Participate in health care policy and/or adverse childhood experiences trainings or committees
- Evaluate grant proposals and/or reports relating to advocacy or policy
- Participate in Grant Review Meetings
- Conduct research related to The Healing Trust's initiatives
- Explore practices around communicating with grantees

- Track relevant bill(s) at the state legislature and give updates/reports
- Attend and plan The Trust's technical assistance workshops and advocacy capacity building training activities for grantees

**Essential skills necessary:**

- Excellent attention to detail
- Excellent interpersonal skills
- Excellent communications, organizational, and planning skills
- Ability to effectively utilize e-mail and all general office software and conduct information research
- Ability to work as a team member
- Self-motivated and initiative driven
- Ability to promote a professional image of The Trust throughout interactions with multiple constituents, including, but not limited to, trustees, grantees, staff, consultants, vendors and community members

**Desired Qualifications:**

- Paid or voluntary experience with non-profits preferred
- Must be a student of color
- Interns must be enrolled in a graduate program for the entirety of this internship, preferably in macro-level social work, public policy, public administration, public health, divinity, business, nonprofit management, or similar areas of study.
- This position is available for two semesters: Fall 2019-Spring 2020 or Spring 2020-Summer 2020.

**Contact Information and Procedures:** No phone calls. Please send cover letter and résumé by email to [jennifer.oldham@healingtrust.org](mailto:jennifer.oldham@healingtrust.org).

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