

THE HEALING TRUST (THT)

Job Title: Grantmaking Internship (PAID)

Reports to: Communications Director

About The Healing Trust: The Healing Trust is a private grantmaking foundation that furthers the work of health-focused non-profit agencies in Middle Tennessee who are under-resourced due to power systems such as sexism and racism that produce inequitable opportunities and outcomes.

Beyond operating as a funding agency, The Trust believes in the importance of meeting health needs and providing human services with a balance of excellence in skill and great compassion. To this end, the staff of the Trust is committed to partnering with the staff of non-profits to raise the standard of compassionate care.

Position Summary: The Healing Trust's intern will have the opportunity to go beyond the surface of grantmaking to learn about its programs and to observe and/or participate in its grantmaking 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 explore the ways that grantmaking foundations utilize communication strategies to support their missions and be exposed to THT's philosophy of compassionate care.

This internship is well-suited for macro-level social work students interested in public policy or systems-change advocacy, divinity students, MPH, and MBA students.

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:

- Reviewing materials related to grant evaluation, health care policy, philanthropy in the south
- Understand how a grant process works from the foundation's perspective
- Attending The Trust's technical assistance workshops
- Creating and receiving feedback on grant proposals
- Participating in site visits
- Participating in health care policy and/or adverse childhood experiences trainings or committees
- Evaluating grant proposals and/or reports relating to advocacy or policy
- Participation in Grant Review Meetings

- Conducting research and create reports/other deliverables related to The Healing Trust's initiatives
- Exploring practices around communicating with grantees
- Tracking relevant bill(s) at the state legislature and give updates/reports
- Attending and engaging in Board Meetings, Program & Staff Meetings
- Reading and discussing literature in alignment with the work of The Trust
- Researching and learning about best practices related to racial equity/ equitable work in philanthropy
- Developing and implementing a self-care plan

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 effectively within a small and diverse team, being both a collaborative team player and a self-motivated initiator
- Self-motivated and initiative driven
- Ability to promote a compassionate and competent image of the Trust throughout interactions with multiple constituents, including, but not limited to, trustees, grantees, staff, government employees, policy makers, consultants, vendors and community members
- Willingness to learn new skills and technologies
- Commitment to learning about diversity, equity, and inclusion within the philanthropic sector

Desired Qualifications:

- Paid or voluntary experience with non-profits preferred
- Interns must be enrolled in a graduate program for the entirety of these internships. Internships can be for the summer or for the Spring and Fall semesters.
- Summer internships will be held virtually. Spring and Fall internships may be in-person, depending on whether The Healing Trust's staff has returned to in-person work.

Contact Information and Procedures: No phone calls. Please complete the application at <https://forms.gle/X1kioi1tRAtWUkUp6> by March 2, 2021.

<http://www.healingtrust.org>