



ImpactAlamance

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Elon Year of Service Fellows Job Description

The Elon Year of Services Fellowship is for the mutual benefit of the Fellow and the Foundation. The Fellow acts as a Junior Program Officer to Impact Alamance staff, taking increasing responsibility over the course of the year of service. A major portion of time will be working with VP of Programs and the VP of Education Programs evaluating grant proposals, overseeing and coordinating site visits, participating in coalitions that work on increasing access to physical activity and policy change, planning and coordinating the Foundation's education programs, assisting with the Alamance Racial Equity Co-Lab, assisting with grant cycles and other various projects of significance to the Foundation. The Year of Service Fellowship is structured to enable the Junior Program Officer to learn about philanthropy and the non-profit sector and to engage in personal professional development concerning issues of interest to the Junior Program Officer and of importance to the Foundation.

Responsibilities:

1. Grantmaking

- A. Review proposals for funding during grant cycles.
- B. Assist in preparing written grant recommendations and respond to questions from Board related to those recommendations.
- C. Oversee and coordinate site visits with nonprofits who have received funding. Involve staff and board members in site visits.
- D. Work with program staff to develop and implement the Nonprofit General Operations Funding cycle.

2. Community Outreach

- A. Communicate the Foundation's interests to groups and individuals who are engaged in work related to the Foundation's focus areas and vision.
- B. Represent the Foundation at meetings, conferences, and organizational activities consistent with the Foundation's mission and priorities.

- C. Work closely with VP of Programs to develop capacity building workshops for nonprofit organizations and to build relationships with nonprofit leaders and staff.

3. Elon Fellows Recruitment

- A. Work with the Elon Year of Service Committee to conduct outreach on Elon campus to recruit seniors to apply for the Year of Service Fellowship program through class presentations, panels, and information tables at campus events.

4. Community Coalitions and Collaborative Teams

- A. Takes a lead role in Alamance Wellness Collaborative by serving on the leadership planning committee and by presenting and leading activities at the monthly meetings.

5. Conference Center Coverage

- A. Rotates with other team members to provide coverage for the Impact Alamance Conference Center with the Conference Center Coordinator is on leave.

5. Special Projects

- A. The Junior Program Officer may pursue projects of personal interest (in consultation with Impact Alamance staff) as they relate to the Foundation’s priorities and is also expected to work on other projects designated by their mentor.

Year of Service Fellow with Impact Alamance

Date

VP of Programs, Impact Alamance

Date