



The Impact Alamance Fellow will actively support staff and assume increasing levels of responsibility throughout the year of service. Reporting to the VP of Education Programs and working closely with staff across the organization, the Fellow will assist with the planning, implementation, and evaluation of programs, partnerships, and grantmaking activities within Impact Alamance's Smarter and Healthier priority areas.

This fellowship position is structured to provide meaningful exposure to philanthropy, community collaboration, public education, local government, and the nonprofit sector.

Responsibilities:

1. Grantmaking

- Work with VP of Health Programs to meet with organizational leaders about grant proposals in our Healthier funding priority area.
- Assist in preparing written executive summaries, grant recommendations and respond to questions from the Board related to those recommendations.
- Oversee and coordinate site visits with organizations who have received funding. Document outcomes during visits with grantees and capture stories of success related to these projects.
- Work with staff to develop meaningful ways to evaluate the success of our grant investments and programs.

2. Community Outreach and Coalitions

- Represent the Impact Alamance at meetings, conferences, and organizational activities consistent with the Foundation's mission and priorities.
- Serve on the Alamance Wellness Collaborative leadership team and take a leadership role in creating the agendas and helping to lead collaborative meeting activities that foster learning, collaboration and member engagement.

- Take a lead role in planning all logistics of the Annual Alamance Wellness Summit.

3. Alamance Wellness Collaborative

- Assist with planning and coordinating monthly Alamance Wellness Collaborative meetings.
- Support the planning and implementation of the Annual Wellness Summit.
- Assist with special projects, including evaluation activities and collaborative initiatives.
- Facilitate selected meeting activities and discussions to promote member engagement and learning.

4. Active Alamance

- Work with Impact Alamance Program Officer and parks and recreation departments to coordinate semiannual meetings to monitor the success of the app.
- Provide assistance to staff in managing and recruiting local business sponsors for the app and in securing funding from local parks and recreation departments.
- Assist with marketing efforts for the app, including writing a monthly blog for the website and helping to table community events.

5. The Basics

- Assist Program Officer with implementing The Basics Alamance through partner engagement, community outreach, committee coordination, resource development, and public awareness efforts.

6. Teacher Leadership Academy and Smarter Grantmaking

- Serve on the TLA planning committee and assist with all planning and coordination efforts for TLA sessions.
- Work with VP of Education Programs to design evaluation measures for the TLA program.
- Assist with coordinating the TLA Creativity Grant cycle and other grant cycles in the Smarter funding priority area.

7. Parents for Public Education Initiative (PEP)

- Assist with recruitment, application review, and participant coordination.
- Support communications, logistics, and planning for initiative activities and events.
- Facilitate selected sessions and activities to support participant engagement and learning.

8. Elon Fellows Recruitment

- 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.

9. Conference Center Coverage

- Rotate with other team members to provide coverage for the Impact Alamance Conference Center when the Conference Center Coordinator is on leave.
- A few times a month acts as the support person for the Conference Center Coordinator – to assist as needed and as outlined in the conference center support policy.

10. Special Projects

- The Fellow 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.

Elon Year of Service Fellow with Impact Alamance

Date

VP of Education Programs, Impact Alamance

Date