

## **Tomberg Family Philanthropies**

THE TOMBERG & BRECHER CHARITABLE FUNDS

Helping you improve the world

[www.TombergPhilanthropies.org](http://www.TombergPhilanthropies.org)

## **Grants Administration and Proposal Research Internship Opportunity April, 2020 – April, 2021**

### **Overview:**

The Tomberg Family Philanthropies is sponsoring an internship for participants in Master's level programs in Philanthropic Studies, Nonprofit Management or related fields. The intern will get firsthand experience working at a grantmaking organization, will work closely with our board, and will learn about our policies and procedures and about what we look for in grant proposals.

The primary responsibilities will include grants administration, proposal research, social media management, policy and procedure recommendations, and special projects. We are committed to this internship being a valuable experience for the intern as well as for our organization.

The internship can be structured so that a shorter part of it corresponds to a semester or quarter long internship as required by the intern's academic program.

### **Location:**

The intern will be able to work from their home for most of the internship. A residential period of approximately four days in the San Francisco, California area where our office is located, or at another location where our funding meeting may be held, will be required as well. The residential period will overlap with our annual funding meeting in February.

### **Compensation:**

All the intern's reasonable travel and project-related expenses will be paid, including transportation to our funding meeting and their accommodation there. In addition, there will be a stipend of \$1,500.00.

### **Time Commitment:**

The length of the internship will be one year. The total time commitment will be approximately 400 hours over the course of the internship, not counting the funding meeting. The time commitment will be the highest around that meeting, and there will be weeks where little or no effort will be required. Weekly online videoconference meetings with the TTFP Director are required.

**Application Deadline:** April 6, 2020

### **Responsibilities:**

The intern's responsibilities will include the following:

### ***Philanthropy***

- Research the theory of change, interventions, key staff, and organizational expertise presented in the Letters of Inquiry and full grant proposals.
- Advise on the pros and cons of projects which are candidates for funding based on the research, on what they have learned in their studies or work experience in philanthropy program and on the funding criteria established by Tomberg Family Philanthropies and its mission.
- Research and present an educational segment to the Advisory Board that is informative to the ongoing development of the group's knowledge and/or skills.

### ***Governance***

- Provide informed insight on Tomberg Family Philanthropies policies and procedures.
- Draft and update policies and procedures, as needed.

### ***Social Media***

- Help manage our social media presence through periodic updates.
- Develop original content to post on our social media accounts.

### ***Administration***

- Communicate, primarily via email, as the primary contact person for organizations requesting funding and previously funded organizations.
- Monitor and execute the LOI and full proposal process, primarily via email and the LiveImpact portal.
- Attend all Advisory Board meetings.
- Record, edit, and disseminate Advisory Board meeting notes.
- Organize and schedule the LOI calls with the Advisory Board.
- Communicate and follow-up on Advisory Board action items in support of the chair.
- Follow-up with the organizations funded in the previous year to get their status reports.
- Serve as the interface between LiveImpact grant management system that we use and organizations seeking funding for issues related to using the LiveImpact system.
- Draft, edit, and proof communications to grant seekers and grant recipients.

## ***Special Projects***

- Conduct one or more special projects tailored to the current operational needs of the Tomberg Family Philanthropies.

### **Application Process:**

Please email the following items to us so that we can determine if you are a good match for the internship and if it would be a valuable learning experience for you.

- A current resume showing your work, nonprofit and volunteer experience.
- A one-page response explaining why you think you would be a good match for this opportunity given the criteria listed above and what you would hope to get out of the internship.

### **Contact Information:**

Please contact Charlie Tomberg at [info@tombergphilanthropies.org](mailto:info@tombergphilanthropies.org) for more information about this opportunity or to apply for the internship.

### **About Us:**

Tomberg Family Philanthropies is a small informal family foundation. Our mission is to support well-run and effective programs that make a difference in the areas of poverty alleviation, the environment, health and education. Our focus is on supporting projects that help their recipients build capabilities themselves that will last far beyond the end of the specific project. We consist of two separate charitable funds, The Marty Tomberg Charitable Fund and the Philip and Helen Brecher Charitable Fund. Our grants are normally between \$5,000 and \$15,000, and we made approximately \$160,000 in grants in 2019. You can learn more about us at <http://www.tombergphilanthropies.org/> .