2020-2021 John Blundell Fellowship

OVERVIEW
The John William Pope Foundation (JWPF) is an established grant making family foundation. Located in Raleigh, North Carolina, JWPF is led by President John Hood and Chairman Art Pope. The Foundation is a 501(c)3 entity that does not engage in political activities.

Established in 2015, the John Blundell Fellowship is offered annually to a recent college graduate who has an interest in advancing freedom and pursuing a career in public policy, academia, journalism, philanthropy, or public service. The Blundell Fellowship is a paid, full-time role. The fellow spends one year at JWPF working as an entry-level program assistant, exploring options for future employment or graduate study, and completing a special project. The fellow will gain experience with nonprofits and will have the opportunity to engage with other organizations and leaders in the foundation’s four giving areas: public policy, education, human services, and arts (see www.jwpf.org for more information about those giving areas).

What you’ll do:
- Monitoring JWPF-supported programs, collecting outcome data, and maintaining databases/spreadsheets to evaluate effectiveness. This includes web research, attendance at events, and some limited travel.
- Assisting staff members in preparation for meetings of JWPF’s Board of Directors and briefing board members about ongoing or prospective grants.
- Completing a special project (of the Fellow’s choosing) designed to build the program, administrative, or development capacity of one or more grant recipients.
- Assisting JWPF program officers in soliciting, researching, and evaluating grant proposals.
- Working with current and prospective grantees to ensure compliance with donor intent, foundation procedures, and legal requirements.

DESIRED QUALIFICATIONS
- At least a four-year undergraduate degree by May 2020. Applicants with higher academic degrees will also be considered.
- Available to work full time (M-F, normal business hours and occasional events) in Raleigh for one calendar year.
- Able to work independently, be adaptable, exhibit high professional and personal integrity, display a sense of discretion, and have strong written and oral communication skills.

SALARY AND BENEFITS
- Paid time off (including holidays, sick days, and vacation).
• Health, dental, and long-term disability, 100% employer paid. The health plan (BCBS NC) will be established the next day following the employees first 30 days of employment. The dental plan (Metlife) will be established the first month following employee's first 30 days of employment.
• Employer-Sponsored Retirement Plan with a 3% employer match (SIMPLE IRA with Principal).
• Salary: $37,350/year.

APPLICATION PROCESS
Applications will be accepted online from January 21, 2020 until the position is filled.

Link to online application:
https://johnwilliampopefoundation.formstack.com/forms/2020_blundell_fellowship_application

The following items will be requested through the online application:
• Cover Letter: Detail your proposed start and end date for the fellowship and availability for an in-person or telephone interview. Also, please include at least one paragraph describing your personal views about government and a public policy issue that matters the most to you.
• Resume: Include work history and educational achievements (major/minor, club participation, awards, etc).
• Writing Sample: A school assignment, op-ed, or some similar piece that illustrates the applicant’s style, interests, and use of supporting information (Less than 10 pages, please).
• Three references: At least one should be professional.

Applicants may be asked to complete an additional short five-question fellowship questionnaire prior to a phone, videoconference, or in-person interview. JWPF will work with the chosen candidate to establish a start date (ideally May/June 2020) suitable for both parties.

The foundation’s website will be updated once the application period is closed. If the online application poses a challenge, please email Lindsay.Hollandsworth at jwpf.org. All applicants will be notified about the status of their applications as soon as possible.

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