



The John William Pope Foundation (JWPF) is an established grantmaking family foundation based in Raleigh, North Carolina. The Foundation makes grants in four giving areas: public policy, education, human services, and arts (see www.jwpf.org for more information about those giving areas). At its core, JWPF's approach to grantmaking is about investing in people – enriching lives while strengthening the foundations of a free and prosperous society.

JWPF is hiring for its John Blundell Fellowship. The Fellowship is a full-time job opportunity, onsite in Raleigh, for soon-to-be or recent college graduates interested in advancing freedom and pursuing a career in public policy, academia, journalism, philanthropy, or public service. 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.

Previous fellows have gone on to pursue additional degrees, serve in the military, work in development, and public service in government institutions.

JOB DESCRIPTION

- Monitor JWPF-supported programs, collecting outcome data, and maintaining databases/spreadsheets to evaluate effectiveness. Evaluation includes web research, attendance at events, and some limited travel.
- Assist staff members in preparation for JWPF's Board of Directors meetings and brief board members about ongoing or prospective grants.
- Complete a special project (of the Fellow's choosing) designed to build the program, administrative, or development capacity of one or more grant recipients.
- Plan and lead the annual Raleigh Children's Business Fair event in North Hills.
- Assist JWPF program officers in soliciting, researching, and evaluating grant proposals.
- Work with current and prospective grantees to ensure compliance with donor intent, foundation procedures, and legal requirements.

REQUIRED QUALIFICATIONS

- Have recently obtained a four-year undergraduate degree or will finish your undergraduate degree in December 2022 or May 2023. We will consider applicants with higher academic degrees.
- Available to work full time (M-F, regular business hours, and occasional before/after-hours events) in person 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 will be established the next day following the employee's first 30 days of employment. The dental plan will be established the first month following the employee's first 30 days of employment.
- Employer-Sponsored Retirement Plan with a 3% employer match (SIMPLE IRA).
- Salary: \$40,000/year.

APPLICATION PROCESS

Applications will be accepted online until we fill the position. Link to the online application: https://johnwilliampopefoundation.formstack.com/forms/2022_blundell_fellowship_application

The online application requests the following items:

- 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 a similar piece that illustrates the applicant's style, interests, and use of supporting information (Less than ten pages, please).
- Three references - At least one should be professional.

We can only communicate with applicants who are selected for initial interviews. JWPF will work with the chosen candidate to establish a start date suitable for both parties. We will update the Foundation website once the application period is closed. Questions? Email info at [jwpcf.org](mailto:info@jwpcf.org).

ABOUT JOHN BLUNDELL

John Blundell (1952-2014) spent his career in the freedom movement as a highly regarded policy analyst, institution leader, and historian. Blundell led the Institute of Economic Affairs in London, served as president of the Charles G. Koch and Claude R. Lambe Foundations, and president of the Institute for Humane Studies and Atlas Network. You can learn more about John Blundell's life and legacy here: <https://www.atlasnetwork.org/articles/a-few-of-john-blundells-greatest-hits>.