

The Denver Foundation's Strengthening Neighborhoods Program

SUMMARY DESCRIPTION

This internship will provide a college student with the opportunity to work with The Denver Foundation, learn more about philanthropy, and become more involved in the Denver community. The Denver Foundation is a community foundation serving the seven-county Metro Denver area. The Foundation's mission is to inspire people and mobilize resources to strengthen our community.

The intern will provide support to the Strengthening Neighborhoods Program (SN), a grassroots community development program. SN is a part of the Leadership & Equity Objective area in The Denver Foundation's Programs Department.

RESPONSIBILITIES

Assisting with community outreach and community organizing focused on SN's existing partnerships with community development organization(s) to engage local residents in decision-making about their community

Helping SN staff and consultant conduct a series of interviews with established, community-led groups that had their start as Strengthening Neighborhoods grantees, whether that be two (2) or 22 years ago. Conduct background research on the extent of engagement and support to these select Strengthening Neighborhood partners (elements researched include number and size of grants, formal and informal technical assistance provided, history of convening with grantees, introductions to key stake holders, background interviews with TDF staff, consulting coaches, and volunteer committee members).

Attending and participating in site visits for larger or more complex grant applications

Manage grant review for at least one new SN grant (steps include evaluating grant for fit with grantmaking criteria, conducting applicant interview and making funding recommendation)

QUALIFICATIONS

- Computer proficiency, particularly Microsoft Office software suite
- Ability to interact professionally with a wide range of individuals and communities
- Spanish language skills are a plus but not required
- Strong written and verbal communication skills

INTERN TIME (IN CATEGORIES)

Attending meetings with foundation, community, nonprofit, and/or government partners: 15 hours

Meeting with and learning from Vice Presidents and other staff members of The Denver Foundation: 10 hours

Reviewing SN grant applications: 30 hours

Research and interviews: 80 hours

Scheduling and coordinating storytelling project participants: 125

TYPICAL WORK SCHEDULE

This position would primarily operate on a typical 9am-5pm, Monday through Friday office schedule. Very rarely we will host events on the evenings or weekends. We try to accommodate the intern's availability.