

## **Foundation Fellow**

### **Betsy and Jesse Fink Foundation**

#### **Norwalk, Connecticut**

The Betsy and Jesse Fink Foundation is now accepting resumes for a one-year fellow position starting in the fall 2012. The foundation's mission is to move communities toward a more balanced, sustainable relationship with the environment. We support and invest in innovative organizations that preserve and protect our natural resources and biological diversity, and enhance the health of humanity. We support and collaborate with those who serve as catalysts and conveners to leverage our impact and accomplish our goals.

The Fellow is a one year position that gives a recent college (under grad or advanced degree) graduate the opportunity to meet the leaders and thinkers of the philanthropic world with a focus on large scale environmental problems, primarily climate change and sustainable agriculture. The Finks believe these problems can be solved by finding local solutions that can be replicated and hope to inspire, enable and connect social entrepreneurs in start up and national organizations, for profit and nonprofit.

The Fellow will gain broad exposure to philanthropic initiatives and organizations and get hands-on experience with the Foundation's Intern/Fellow program as well as placed-based philanthropic initiatives at Millstone Farm. The Fellowship offers an exceptional range of experiences and responsibilities to a recent college graduate. You will also gain exposure to the sector of impact investing, catalytic philanthropy and a focus on good governance. These experiences are widely transferable to many different job sectors.

This position works closely with and reports directly to Joan Briggs, the Director, and will have ongoing interaction with Jesse and Betsy Fink. The Fellow will specifically work on organizing and implementing an Environmental Fellows/Intern program for 2013 as well as perform administrative functions and assist in the planning of foundation events. Responsibilities include supporting the Trustees and Director in reviewing and preparing correspondence, researching nonprofits organizations, tracking grants, and planning special events.

The Fellow will research and communicate best practices in fellows/intern programs and assist in devising the plan to build upon the foundation's 2012 pilot year for this initiative. Working closely with the Director the fellow will research additional potential grant recipients, organize the project

The successful candidate must have excellent verbal and written skills and have experience working with online research and Windows programs. They must also demonstrate an ability to work on a team and have excellent relationship building skills as well as the ability to manage multiple projects.

### **Application Instructions**

The Betsy and Jesse Fink Foundation is located at Norwalk, CT. The Fellowship will begin in fall 2012 and will last through summer 2013. This is a paid position.