

## **Internship Job Description: Pritzker Family Foundations**

*Downloaded in May 2019 from the [Pritzker Family Foundations](#) website.*

The J.B. & M.K. Pritzker Family Foundation (“Foundation”) has a national focus on catalyzing entrepreneurial change that promotes greater equity and fairness in the lives of ordinary people. The Foundation and its affiliates anticipate continuing to make substantial philanthropic investments in excess of \$1 billion over the next 20 years. The Foundation seeks to catalyze effective solutions to societal needs in three focus areas: early childhood, community healthcare, and human and civil rights.

The Foundation’s work takes the following fundamental approach:

- Investing, and scaling, in promising and evidence based programs;
- Engaging through partnership – recognizing that no one achieves success alone; and
- Unlocking resources by investing in proof points, sharing successes, building momentum and advocacy.

The Foundation operates out of offices in Chicago and is led by President Janet Froetscher.

### **Internship Opportunity**

The Foundation seeks interns to assist in multiple ways:

- Optimize the Foundation’s grant management database (Foundant)
- Conduct research on the Foundation’s strategic program focuses and collect relevant data
- Research potential grantees and support program staff in drafting investment recommendations
- Research trends and best practices in evaluation methods and connect them to the Foundation’s focus area and goals
- Perform related duties as assigned in order to meet the Foundation’s objectives

### **Qualities and characteristics**

#### **Results Orientation**

To succeed in the role, a successful candidate will be results oriented. They will be data-driven and data-informed, and will approach large scale projects with a focus on tangible, measurable results. They will be rigorous, strategic, and use metrics to support decision-making, especially in assessing grantee performance. Ideal candidates will ask and answer tough questions and push back on assumptions. In their work on the Foundation’s grant management database, they will be diligent, curious, and always ask how the system can improve.

## **Passion for the Mission**

The ideal candidate will be inspired by the opportunity to work for a foundation whose core tenet is to create effective strategies that can make positive changes at the local, state, and national levels. They will be entrepreneurial, open to challenges, have high standards, and work well with the internal team. They must have a passion for social change, equity, public policy, and the not-for-profit sector.

Candidates must be graduate students or upper-division undergraduate students working toward a degree in public policy, public health, child development, social services, business, economics, or similar fields. Microsoft Office proficiency, particularly in Word, PowerPoint and Excel is a must, experience in applied statistical analysis or other evaluation applications a plus. The ideal candidate will be able to dedicate 24 to 40 hours per week during the summer to this role. Previous non-profit/foundation exposure is preferred, but not required. Regular and predictable on-site job attendance is a requirement for this role.

All qualified candidates should apply with a cover letter describing their interest and a copy of their resume to [recruiting@pritzkergroup.com](mailto:recruiting@pritzkergroup.com). Nontraditional students are encouraged to apply. We look forward to hearing from you!