

## **Employment Opportunity Program Fellow, Environment**

### **ORGANIZATION OVERVIEW**

The San Francisco Foundation (TSFF) is the community foundation serving the Bay Area since 1948, granting more than \$800 million over the past ten years. Through the generosity and vision of our family of donors, TSFF awarded grants totaling more than \$86 million in fiscal year 2013. TSFF brings together donors and builds on community assets through grant making, leveraging, public policy, advocacy, civic engagement and leadership development in the areas of community health, community development, arts and culture, the environment, and education.

The staff in each of our five Program Areas has expertise in their field and experience with a variety of organizations. Together, we bring rich perspectives to the work of the Foundation through our grantmaking strategies, comprehensive community initiatives, neighborhood projects, technical assistance in organizational development, and public policy work on local, county, regional, statewide and national levels. [www.sff.org](http://www.sff.org)

### **PROGRAM OVERVIEW**

Our Multicultural Fellowship Program is a two-year, full-time program that aims to increase diversity in the philanthropic and nonprofit sectors. Successful candidates are young professionals of diverse cultural backgrounds who show promise and passion to create significant social change. The Fellowship provides challenging work and professional development experiences, on-the-job training, and opportunities to enhance skills in grantmaking, convening, project management, and a variety of other areas. Fellows are an integral component of the Foundation's grantmaking Program staff. Additionally, Fellows benefit from networking, mentoring, trainings, seminars, professional conferences, and interactions with a wide array of nonprofit, community, government, and philanthropic leaders.

## QUALIFICATIONS

- A Master's degree in a relevant area, or equivalent research and analysis experience preferred.
- A minimum of five years related work experience is required in the areas of environmental policy and advocacy; climate resilience and urban sustainability; energy; or food and water systems.
- A background in Bay Area environmental justice issues and familiarity with Bay Area environmental non-profits is desired.
- Strong oral and written communication skills; strong analytical skills.
- Proficiency in Microsoft Outlook, Windows, Microsoft Word, and Excel required.
- Self-directed, team-oriented, leadership qualities desired. Eagerness to learn about the philanthropic sector and demonstrated interest in fundraising, donor development, nonprofit or public service, and work/volunteer experience in one of the Foundation's specific program areas are required.

**COMPENSATION:** Equivalent to \$54,000 – \$57,000 per year plus benefits. A standard workweek of 40 hours, including periodic evening work and local travel, is required. Fellows are eligible for pay increases in the second year.

**APPLICATION DEADLINE:** Open until filled.

**TO APPLY:** Applicants must submit a résumé, cover letter and responses to essay questions. Download the essay questions at [sff.org/employment-opportunities](http://sff.org/employment-opportunities).

Please submit all documents together in one PDF that includes your last name, and program you are applying to in the title (example: Hudson\_Environment.pdf). Applications must be submitted to [fellowship@sff.org](mailto:fellowship@sff.org).

Submission of this information does not guarantee an interview. If you have questions regarding the Multicultural Fellowship Program, or the hiring process, please contact Fellowship Recruitment at 415-733-8557 or [fellowship@sff.org](mailto:fellowship@sff.org).

Please visit [www.sff.org/multicultural-fellowship](http://www.sff.org/multicultural-fellowship) for more information about the program.

*The San Francisco Foundation is an equal opportunity employer and seeks diversity with respect to race, ethnic, culture, gender, age, sexual orientation, and physical disability.*