



Impact Interns: Summer 2021

Organization Information

Organization Name:	Next Gen Giving Circle
Address:	1325 G St. NW #480, Washington, DC 20005
Website:	www.nextgengivingcircle.org
Organization Description:	<p>Founded in 2019, the Next Gen Giving Circle's mission is to cultivate the next generation of philanthropists in the greater Washington D.C. region.</p> <p>The Giving Circle consists of 115 members who contribute monthly donations that get pooled together for impactful grants to community causes. Members convene throughout the year to connect and engage with the local community.</p> <p>The Giving Circle's funds are held at the Greater Washington Community Foundation, which supports and connects our region's dedicated donors with nonprofits working to improve our communities. As an all-volunteer organization, the Giving Circle is led by two co-chairs and a number of committees focused on grantmaking and engagement of the circle's members.</p> <p>The Giving Circle conducts its grantmaking through a racial equity lens. Last year's grants prioritized support for small, grassroots BIPOC-led and governed nonprofits. A total of \$35,000 was distributed to 5 grantees who were working to support our neighbors facing housing and food insecurity due to the impacts of COVID-19. The Giving Circle raised a pool of \$50,000 to distribute in 2021.</p>
Intern Supervisor: (Name, title, email)	Carlyn Madden, Co-Chair of the Next Gen Giving Circle carlyn@good-insight.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: Mid-June through late August
Hours Per Week:	20 for 10 weeks
Number of Weeks:	10
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	Our internship provides an opportunity for an individual to learn about the power of collective giving as a critical trend for the future of philanthropy.



The intern will work closely with the Giving Circle's executive committee to create an equitable grants process, research new corporate partnerships to expand the Giving Circle's reach and influence, and help to create new systems that serve as the foundation of the Giving Circle's operations.

Grantmaking through a racial equity lens. All these actions will be conducted alongside Co-Chair and Grants Committee Chair.

- Work with Grants Committee to survey members' key priorities for the 2021 grants process.
- Update grant application and scoring rubric to reflect 2021 priorities.
- Research organizations, grantmakers, and local agencies to circulate request for proposals.
- Develop FAQs for website.
- Design training for prospective grantees.
- Respond to questions from prospective grantees.
- Develop application review training for volunteer reviewers.
- Receive and sort grant applications; distribute to volunteer reviewers.

Sustain and expand membership. All these actions will be conducted alongside Co-Chair and Member Engagement Committee Chair.

- Research corporations, social responsibility programs, and associations with potential to expand the Giving Circle's membership base.
- Develop branded pitch deck to disseminate among potential partners.
- Craft outreach documents (one-pagers, emails) to support fall membership drive.

Strengthen systems and infrastructure. All these actions will be conducted alongside Co-Chair and Executive Committee.

- Research best practices to sustain all-volunteer organizations and other giving circles, including policies, procedures, operating manuals, governance structures, etc.
- Document current systems using Google Docs, Google Drive and other cloud-based software.



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<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>These three focus areas are critical for the long-term success of the Giving Circle. The Giving Circle was founded in 2019 and 2020 was its first grants cycle. These projects will help standardize and scale our process as we distribute \$50,000 in grants during 2021, and grow our members to more than 150 DC area residents.</p> <p>Standardizing our racial equity approach will lay the foundation for future grantmaking cycles and ensure that the Giving Circle remains at the forefront of equitable giving practices. Philanthropic support of grassroots, people of color led nonprofits is very low compared to nonprofits led by white people. As part of our mandate to change how people engage in philanthropy, we see expanding our members knowledge of giving to small nonprofits led by people of color as central to our success. As the collective movement grows, the Giving Circle receives more interest from potential community partners and CSR partners. The Intern will develop new frameworks to vet and solicit partner support, allowing the Giving Circle to tap into larger pools of prospective members and employer matching donations. Documenting these processes ensures that future leadership transitions and committee chair orientations run smoothly, and sustains focus on giving priorities.</p>
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> • Enthusiasm for the Giving Circle’s mission. • Demonstrated commitment to working with through a racial equity lens. Understands intersections between structural racism and the nonprofit sector. • Familiarity with fundraising and/or philanthropic trends. Professional fundraising experience is considered a major plus. • Strong written and verbal communications skills. • Well-organized with strong attention to detail. • Able to self-direct and work in virtual environment. • Experience with Google products, including Google Drive, Google Docs, Google Forms, etc. • Curious and community-minded.
<p>This position requires specific clearances, background checks, or specific documentation upon hiring.</p>	<p>Not Applicable.</p>



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The following information is required from the intern:	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Writing Sample <input type="checkbox"/> Other: _____
Interviews will be conducted via the following methods:	<input checked="" type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input type="checkbox"/> Other: _____