

SUMMER INTERN

Internship Overview

The William J. and Dorothy K. O'Neill Foundation is seeking a Summer Intern who is interested in learning about our grantmaking and philanthropic practices. This internship will not be focused on any one social issue or particular area of the Foundation's grantmaking.

Schedule: Flexible, 25-30 hours / week

Duration: 10 – 12 weeks (May – August 2022). Start and end dates are negotiable.

Location: Remote

Compensation: \$15/hour

About the Foundation

When Dorothy K. O'Neill founded the William J. and Dorothy K. O'Neill Foundation in 1987 along with her son Bill, they did so to bring their family members together and instill their philanthropic spirit in future generations.

Today, the philanthropic engagement of O'Neill family members remains a strategic goal for the Foundation. Four generations of the O'Neill family work in collaboration and partnership to improve the quality of life for families and communities in which O'Neill family members live and are engaged in the work of the Foundation. Last year, the Foundation awarded more than \$6 million in grants.

Website: www.oneill-foundation.org

Facebook: @oneillfoundation

Twitter: @oneillfdn

Why intern with the William J. and Dorothy K. O'Neill Foundation?

Work in a mission driven environment

You will be exposed to our (Responsive, Deep Impact, NextGen, Youth, and Family Directed) grantmaking processes and the issues that our grantmaking focuses on. You will also learn by supporting our other operations, including (but not limited to): grants management, communications, and administration.

Participate in learning sessions

You will be encouraged to participate in opportunities to help you build your skills, knowledge, and insight into how foundations operate and drive impact. When possible, you will be invited to participate on (and contribute to) virtual site visits, clarification calls, committee meetings, and staff meetings.

Become part of a community

Since you will be supporting multiple projects throughout your internship, you will have an opportunity to work with all five members of our remote team. You will be encouraged to learn from staff who are generous with their time and happy to share their experiences with you. You will report to and work in close partnership with the Program Officer of Communications & NextGen Engagement.

Sample Responsibilities

Communications

- Help develop social media content (in Canva), using photos, videos, animations, gifs, and memes to engage O’Neill family members on a private Instagram account (oneill_foundation).
- Curate content to publish across social media platforms to reach external audiences (e.g., current grantee organizations, potential grant seekers, and other community partners).
- Follow grantees on social media to promote work related to the Foundation’s grantmaking.
- Create, edit, and upload content to WordPress, the Foundation’s website.
- Collect, organize, and edit content for the Foundation’s quarterly (family-only) e-newsletter.

Grantmaking & Grants Management

- Provide direct support to the Foundation’s three grantmaking programs: Responsive, Deep Impact, and NextGen/Youth by reviewing grant proposals and reports, organizing grantee data, and participating on calls with grantees and funders.
- Verify 501c3 statuses using Guidestar, clean grantee data records, and gain familiarity with the Foundation’s grants management system (Fluxx).

Administration (Logistical support, Event/Meeting planning, etc.)

- Design surveys (in SurveyMonkey) and create scheduling polls (in Doodle).
- Proof-read, prepare, and assemble Committee and Board meeting materials.
- Support staff with speaker outreach as needed.

Requirements

- A commitment to public service and an interest in philanthropy / the non-profit sector.
- Be a permanent resident of OH, IL, MD, or GA.
- Bring your own computer.

Qualifications

- [Preferred] Familiarity using Microsoft 365 (SharePoint & Outlook) and Wordpress.
- [Preferred] Familiarity using social media (Instagram, Facebook and Twitter) and Canva.
- Have strong verbal and written communication skills.
- Be self-motivated with critical attention to detail, deadlines, and reporting.
- Be a diplomatic communicator who is comfortable maintaining discretion and confidentiality.

To Apply

Email your resume, cover letter, and professional portfolio (if available) to Program Officer, Communications & NextGen Engagement, Marlene Corrado (mcorrado@oneill-foundation.org). Please include “Summer Intern” in your subject line.

No phone inquiries, please.

Applications will be reviewed on a rolling basis beginning March 31st. Interested applicants are encouraged to apply early.