Mission: The mission of the University of Arkansas Clinton School of Public Service Center on Community Philanthropy is to explore the concept of philanthropy as the kind of giving and sharing from within that is characteristic of positive change and long-lasting development in impoverished communities. The Center provides a forum for broad debate and exploration of the new and best ways that philanthropy can challenge and transform the conditions of poverty, injustice, and lack of opportunity.

For further information about the Clinton School Center on Community Philanthropy, please see our website: http://clintonschool.uasys.edu/community-philanthropy/

Job Description: The Center is seeking a full-time Fellow to provide coordination for the Center through the execution of responsibilities critical to the success of the Center’s mission and to support the work of the Center in exploring community philanthropy as a pathway to social change and equity in Arkansas. The Fellow will report to the Director and will act in coordination with senior staff.

Salary, Hours, and Duration: Competitive salary plus medical benefits, full time, for one year

Start Date: 2015

Qualifications, Skills, Competencies:
• Must have a bachelor’s degree. A master’s degree is preferred but not required
• Excellent written and oral communication skills
• Excellent time and process management skills, with follow-up and attention to detail
• Strong computer and information management skills, including access to, and retrieval of, internet based information and academic research
• Demonstrates interest, energy, and enthusiasm for community philanthropy, community engagement, grassroots organizing, and public service.

Duties, Responsibilities:
I. Support for Convenings and Summits
• Assist in preparation for convenings and summits
• Assist in research of convening and summit topics
• Attend conference(s) an provide support as required, including taking notes and providing informal session summaries
• Assist senior staff with development of the conference agenda
  o Research and identify issues
  o Research and identify speakers
  o Set up and participate in conference calls with speakers
II. Staff Support
- Travel with senior staff to facilitate discussions in partner communities within Arkansas
- Assist Senior Staff with the development of project and meeting reports on an as-needed basis

III. General Community Philanthropy Work
- Gain knowledge of the philanthropic culture in Arkansas
- Research and identify issues related to disparities, equity, and social justice in Arkansas
- Become familiar with organizations that reach vulnerable populations through philanthropy
- Attend meetings with philanthropic leaders in Arkansas

VI. Office Support
- Assist as needed with general office support activities as directed by senior staff, including, but not limited to telephone and document management
- Supporting Director by:
  - Greeting guests to the Center and assisting in meetings with the Director
  - Updating office records and file documentation
  - Preparing materials for Board of Directors meetings
  - Other administrative support duties as needed

Interested candidates please send resumes to Leandra Sanders at lsanders@clintonschool.uasys.edu