

FELLOWSHIP DESCRIPTION  
**Research and Communications Associate**

Reports To: Director, Evaluation and Research

Nature of Position: This two year fellowship begins June 1, 2010. The Research and Communications Associate will develop written summaries of completed grants for both the Health Care Division and the Poor and Needy Division; work on projects related to the Trust's grantmaking and strategic direction; assist with the on-going content development of the Trust's website; and participate in the overall activities of the Trust. This full-time, temporary position will provide insight into foundation activities as well as contact with nonprofit grantee organizations. Preference is given to applicants in the early stage of their careers, especially those with several years of experience. Individuals from rural areas and persons of color are especially encouraged to apply. The position is salaried and includes benefits such as medical insurance, paid vacation, professional development, and reimbursement of expenses incurred through Trust business

Responsibilities and Duties:

- Complete end-of-grant reviews. Present selected end-of-grant reviews to KBR program staff and KBR advisory boards.
- Assist Trust staff with coordination of communications activities including writing and managing content for the Trust website, working on the Trust's annual report and newsletters, and implementing and maintaining elements of the Trust's social media plan.
- Assist with evaluation projects, gather research information and coordinate other projects related to the Trust's work and areas of interest. Projects may include such things as event coordination, data collection and analysis, literature reviews, and report writing.
- Assist the Director of Evaluation and Research with various activities related to monitoring and evaluating grants.
- Attend and participate in various internal and external meetings to gain exposure to philanthropy and the nonprofit sector.

Qualifications:

- Resident or native of North Carolina and/or attended institution of higher learning in the state
- Graduate degree required; in addition, 2-3 years of work experience preferred
- Commitment to philanthropy and the nonprofit sector
- General knowledge and/or experience in the Trust's content areas is a plus
- Strong analytical ability and writing skills
- Highly self-motivated and dependable; a sense of responsibility and personal initiative
- Ability to work collaboratively while practicing teamwork, professionalism, humor, diplomacy, and respect for diverse communities and leadership
- Ability to handle multiple assignments, judge their relative importance, and act independently to achieve results; organized and attentive to details
- Ability to use a computer and learn new software applications, preferred experience with Microsoft Word, Excel, and PowerPoint

Send cover letter and resume to [lori@kbr.org](mailto:lori@kbr.org) by February 12, 2010. No calls please. Thank you!