



## SUMMER FELLOWSHIP

### OVERVIEW

Through this fellowship, you will be introduced to two related, yet distinct, subsets of the charitable sector (foundations and non-profit organizations), as well as peace and security issues. During the first half of the fellowship, you'll get a crash course on the workings of both foundations and non-profits. In the second half, you'll explore career opportunities and evaluate your own strengths and interests to help understand how you can fit into the sector.

Over the ten-week fellowship, you'll be a valued member of PSFG's staff and will assist with a variety of substantive tasks that provide you with hands-on work experience. The modules below aim to complement your practical experience and ensure that you leave this fellowship not only with work experience and a portfolio piece for your resume, but also with professional contacts and a deeper understanding of the worlds of philanthropy and non-profits, and the skills needed to successfully land a job in this sector.

### LEARNING OBJECTIVES

By the end of the fellowship, you will be able to:

- Understand what philanthropy is, how foundations work, and what they do;
- Describe the variety of roles/jobs in the charitable sector and the skills/experience needed to obtain them;
- Identify the peace and security issues that interest you and 3-5 foundations and/or nonprofits working on them;
- Understand the typical grant process, from both a funder and nonprofit perspective;
- Gain practical skills, including writing grant proposals, reports, and meeting summaries;
- Identify three strategies you will use for networking and managing your connections, and be able to conduct informational interviews;
- Reflect on your strengths and interests, and generate a list of potential roles you'd like to pursue in the future; and
- Provide PSFG with suggestions on how to improve the fellowship and curriculum.

**Below outlines the ten-week curriculum, including some activities in which you may choose to participate. *NOTE: This curriculum may change.***

## MODULE 1: PHILANTHROPY 101

### SAMPLE ACTIVITIES

- Meet with a program officer at a foundation (virtually or in-person).
- Identify the 2-3 peace/security issues that are most interesting to you and learn about the organizations working on these issues.

## MODULE 2: NONPROFITS 101

### SAMPLE ACTIVITIES

- Read articles to better understand the nonprofit sector and the issues it faces.
- Attend an event at a think-tank, advocacy organization, or other non-profit.
- Learn how to network in D.C. and accompany PSFG staff to a meeting.

## MODULE 3: ADVOCACY 101

### SAMPLE ACTIVITIES

- Meet with a foundation or nonprofit that engages in advocacy.
- Attend an issue-based Working Group meeting and report back.
- Attend a hearing on Capitol Hill and report back.

## MODULE 4: GRANT SEEKERS AND GRANT MAKERS (PART 1): MAKERS

### SAMPLE ACTIVITIES

- Learn about a day in the life of a foundation program officer.
- Come to understand a typical grant cycle by scheduling and conducting an informational interview with foundation program staff.

## MODULE 5: GRANT SEEKERS AND GRANT MAKERS (PART 2): SEEKERS

### SAMPLE ACTIVITIES

- Assist with a PSFG grant proposal and/or report.
- Attend a webinar: Introduction to Writing Proposals.
- Do a mid-fellowship assessment with PSFG staff and discuss your portfolio piece.

## MODULE 6: CAREER ROLES IN NONPROFITS AND FOUNDATIONS

### SAMPLE ACTIVITIES

- Shadow a Program Associate to learn more about what it's like to work at a foundation after graduating from college.
- Learn tips on landing a post-graduate fellowship from fellowship alumni.
- Check out different work roles.

## MODULE 7: WHERE DO I FIT IN? IDENTIFYING YOUR STRENGTHS

### SAMPLE ACTIVITIES

- Take a personal assessment to discover your unique strengths and talents.
- Read job descriptions and discuss with PSFG staff what components appeal to you.
- Learn how to build a strong and eye-catching resume.

## WEEKS 8 & 9: PORTFOLIO PIECE

### SAMPLE ACTIVITIES

- Draft an op-ed.
- Write a grant proposal.
- Create an infographic.
- ...or choose something else!

## WEEK 10: FINAL REFLECTIONS

### SAMPLE ACTIVITIES

- Make a plan for how you will stay connected to the contacts you made.
- Tell us what you thought about the fellowship.
- Conduct a 360-degree exit interview.