

**Wellspring Philanthropic Fund
DC Atrocities Prevention and Response Internship
2018**

Wellspring Philanthropic Fund's internship provides an opportunity to gain knowledge in atrocities prevention and response through the operations of philanthropic organizations. In addition, the intern will be responsible to perform reviews of partner organizations to help the team identify areas of collaboration and growth, amongst other responsibilities as needed.

Description of the Atrocities Prevention and Response Program

The Atrocities Prevention and Response (APR) Program seeks to ensure that the international community effectively prevents and responds to large-scale, systematic violence against civilians.

Desired Qualifications

- Graduate student (or possibly recent graduate) pursuing a relevant field (e.g., peace and conflict studies, international human rights, law, public policy, international relations, international development, etc.)
- Previous experience in the field of atrocities prevention, philanthropy, public policy, or research, or other nonprofit advocacy or research
- Fluency in English and excellent written and verbal communication skills, including the ability to communicate concisely and for a professional audience
- Experience living, studying, and/or working in atrocity contexts preferred
- Strong analytic, research and organizational skills
- Strong working knowledge of Excel
- Initiative, resourcefulness and flexibility
- Ability to work independently
- Ability to handle confidential information with complete discretion.

Program-related responsibilities

- The successful candidate will work with our program officer to collect and analyze data on two issues: (a) diversity, equity, and inclusion (DEI) in our grantmaking; and (b) a review of countries in which APR partners work.
- DEI project - Wellspring believes that the rights of all people are advanced when the rights of the most marginalized people are protected. We also believe that social institutions and structures should promote the full realization of human rights and human potential, give agency to the people whose interests we seek to advance, and be accountable to these ends. We are learning about how our work changes when we include the voices, perspectives, and leadership of the communities we seek to serve. To advance this goal, we would like an intern to help us collect and analyze data relevant to these goals. Our processes will rely on current best practices in the field of diversity, equity and inclusion.
- Country review – In order to increase the impact of our work in specific atrocity contexts and share lessons learned with others where relevant, APR would like an intern to help us undertake a review

of the countries in which APR partners work. This review will enable our program to support enhanced collaboration among partners working in the same country and to better identify gaps. This review will also contribute to greater intentionality in our grantmaking, as well as learning about the effectiveness of certain strategies and interventions. As needed from time to time, the intern may also be required to perform duties outside of the primary research projects and must be flexible when working on other needs for the APR team.

Benefits

- Gain knowledge of atrocities prevention and response
- Learn firsthand the operations of a grantmaking organization
- Acquire a deeper understanding of the role philanthropic organizations play in promoting and advancing human rights and social justice
- Develop and strengthen personal and professional skills in a workplace committed to the advancement of human rights
- Build research, data collection, management, and analysis skills

ABOUT WELLSPRING PHILANTHROPIC FUND

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC.

Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

As a private foundation, Wellspring's key functions are to conduct research and education tailored to our mission; manage a grantmaking portfolio of various programs, administer grants and monitoring grantee performance; and work to promote the effectiveness of programs that receive donor funding.

Wellspring Philanthropic Fund hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Firm's service needs and business requirements. Wellspring welcomes candidates with diverse experience backgrounds and strongly encourages people of color and persons with disabilities to apply.

All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, genetic

predisposition or carrier status, marital or familial status, domestic partner status, veteran or military status, sex, sexual orientation or any other characteristic protected by federal, state, or local law (each a “protected characteristic”). This policy also bans discriminatory harassment. Qualified candidates for employment having records of arrest or criminal conviction will be considered.

APPLICATION PROCESS:

Applications should demonstrate strong research and writing talents, excellent communication skills and the ability to independently undertake various research, writing and administrative projects.

How to apply:

- Send an e-mail to internship@wpfund.org with “APR Intern” in the subject line, and attach the following documents:
 1. a cover letter with a brief personal statement, and an outline of career goals and interests
 - a. Resume will not be considered without a supporting cover letter.
 2. a resume listing relevant courses, previous experience and special skills,
- Complete applications must be received, not postmarked, by the deadline, **Friday, October 5th, 2018.**
- Internship runs from October 15th – December 15th, 2018 (flexible).
- No phone calls, please.