



Wellspring Philanthropic Fund Design Internship DC 2019

Wellspring Philanthropic Fund seeks a Design Intern who will work with the Learning and Evaluation team on the visual design of reports, web content, and other communications products. While WPF generally keeps a low external profile, there is a need for internal communications, reports to our donors on our work, and the occasional outside communications about the Foundation. The content for many of these products already exist, but an attractive consistent style and branding of them needs to be developed. The intern will have a large degree of creative freedom to help develop these. The ideal candidate will be a talented designer and creative thinker with an ability to translate ideas into polished, attractive products.

Knowledge and Skill Requirements/Qualifications:

- A portfolio demonstrating excellent design sense and the ability to translate it into high quality print and/or web products.
- High proficiency in Adobe Creative Suite, especially InDesign and Illustrator.
- HTML, CSS, and basic web design experience preferred.
- Familiarity with, or desire to learn, principles of data visualization a plus.
- A strong understanding of color and typography.
- A demonstrated interest in human rights/social justice.
- Self-motivation, with an ability to work proactively, independently, and with a strong sense of urgency.
- Ability to shift gears comfortably, flex skills, and multi-task effectively.
- Strong interpersonal and communication abilities.
- Strong project management skills, deadline management, sense of responsibility and accountability and the ability to effectively multi-task
- Strong moral compass; personal ethics and integrity must be impeccable.
- Collaborative focus, recognizing the value in fostering an environment which promotes shared communications, efforts and results.
- Ability to handle confidential and sensitive information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, Powerpoint)
- UX/UI design experience a plus

Responsibilities:

- Improve the appearance of print and online communications products.
- Develop style guides for print and web that others can follow to ensure aesthetic consistency throughout the organization.
- Develop CSS that follows style guide.
- Brainstorm effective ways to convey information visually.
- Contribute to existing and new data visualization projects.

The above job description is meant to describe the general nature and level of work being performed; it is not to be construed as an exhaustive list of all responsibilities, duties and skills required. As needed from time to time, the intern may be required to perform duties outside of his or her normal responsibilities and must be flexible when working on unexpected cross-programmatic projects.

Benefits:

- learn firsthand how a grantmaking organization operates,
- acquire deeper understanding of the role philanthropic organizations play in promoting and advancing social justice and human rights,
- gain valuable exposure to the wide range of philanthropic activity,
- develop and strengthen personal and professional skills in an exciting work environment,
- become integral members of staff and work with professionals administering the full spectrum of the grantmaking and social-justice fields,
- meet and learn from like-minded organizations, and
- take the next step toward a successful and meaningful career.

Additional benefits:

- hourly position (\$15/hour);
- flexible time schedule,
- luncheon series featuring outside speakers and Wellspring staff,
- opportunities to network with leading foundation staff through meetings, affinity-group conferences, and networking events with other NY- and DC-area interns.

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 believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply.

Wellspring 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 Foundation's service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law (e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment.

HOW TO APPLY:

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

- ✓ Send an e-mail to internship@wpfund.org with “**Spring Intern, Design**” in the subject line, to which you have attached the following documents:
 1. a cover letter with a brief personal statement, and an outline of career goals and interests in human rights and social justice;
 2. a resume listing relevant courses, previous experience and special skills (including languages);
 3. One academic or professional reference; no personal references will be accepted;
 4. A portfolio demonstrating high quality Illustrator, InDesign, or web design work.

- ✓ Complete applications must be received, not postmarked, by the deadline, **Friday, November 30th, 2018.**
- ✓ Internship runs from **January 14th-May 25th** (flexible.)
- ✓ No phone calls, please.