Weitz Fellowship: The Women’s Fund of Omaha

Position Description:
The Women’s Fund of Omaha seeks applications from 2015 graduates of Carleton College for a one-year visiting fellowship program beginning in the summer or fall of 2015. The position is designed to offer recent graduates the space to explore a career path in nonprofit administration with a respected organization in the Omaha community. The fellow will work closely with staff, board and committee members on projects related to our mission to identify issues, fund solutions and lead change to improve the lives of women and girls in the Omaha community.

This position will provide the opportunity to participate in all phases of research, grants and advocacy efforts including:

- Survey and research development
- Grant administration
- Community education and awareness
- Public policy
- Communications and marketing
- Donor growth and development
- Volunteer and event management

The annual stipend for the fellowship will be $26,000 and an additional amount up to $1,500 is available for expense reimbursement to take advantage of related professional development opportunities. Benefits available. The fellowship will begin between July and September of 2015.

Overview:
As a trusted expert in the community, the Women’s Fund identifies critical issues, funds innovative solutions and influences dynamic change. Since our beginning in 1990, the Women’s Fund has supported local agencies with more than $1.6 million in grant funding for programs that address the most pressing issues as identified by our research, and we have established our own programs to meet unaddressed needs.

Relevant research examines issues such as economic conditions, challenges facing girls, domestic violence and the status of women’s leadership in Omaha. The unbiased findings are then presented to the community, along with resources necessary to facilitate positive change.

Our Goals:
- Identify critical issues concerning metropolitan area women and girls.
- Support impactful initiatives that address critical issues facing metropolitan area women and girls.
- Ensure the long-term stability and growth of the Women's Fund.
- Serve as the collective voice to advocate for metropolitan area women and girls.
Visit www.omahawomensfund.org for more information about our impact in the Omaha metropolitan area.

**Qualifications:**
This fellowship is open to graduating seniors from Carleton College. The successful candidate will be highly motivated, flexible, comfortable with diverse audiences, and have excellent interpersonal skills, strong communication skills, and a demonstrated interest in improving the lives of women and girls.

**Application Procedures:**
Interested candidates should submit a resume, a cover letter describing interest in the fellowship and the names and contact information of three references. Cover letters should be addressed to: “Dear Weitz Program Coordinator”. Applications are due by February 13, 2015. Apply via the Carleton Career Center’s job site, *The Tunnel*. Any applications not submitted via the *Tunnel* will not be considered. Interviews will occur the week of March 1, 2015 and a final decision will be made by March 16, 2015.