Hillman Family Foundations – Graduate Internship

Internship Description

Hillman Family Foundations is seeking a graduate intern for the fall of 2017 (approximately September 1-December 15).

Hillman Family Foundations is the administrative and program office for the 18 Foundations associated with the Hillman family. Several of these foundations are dedicated to improving the quality of life in Pittsburgh and southwestern Pennsylvania and make grants in areas such as community/economic development, cultural advancement/arts, education/workforce development, energy/environment, health/medicine, and human/social services. More information can be found at hillmanfamilyfoundations.org/.

The Foundation intern serves as a part-time program associate with the following broad responsibilities:

- Researching specific grants or areas of interest to one or more of the foundations at the direction of staff. Example areas include pre-term birth/infant mortality, energy efficiency, food economy, intelligent transportation, regional innovation and economic development, early childhood learning, and arts education.
- Conducting program functions on assigned grants which could include attending meetings, completing follow up review, writing board reports and presenting to the board.
- Attending grantmakers association meetings as well as meetings with potential grantees. These meetings are not always for projects the intern is working on, but ones the Foundation staff thinks he/she may find interesting.
- Participating in internal meetings about grantmaking pipelines, foundation focus areas and strategies, communications management, and other relevant topics.

Qualifications

The successful candidate will:

- Be a Pittsburgh-area graduate student in good academic standing
- Have a proven work ethic and excellent research, writing, and interpersonal skills
- Have a commitment to professionalism, ethical behavior and confidentiality of Foundation operations
- Be able to work 20-24 hours per week at the Foundation’s downtown Pittsburgh offices. A consistent weekly schedule will be designed by the intern and Foundation staff.
- Be a U.S. citizen or otherwise able to work in the United States. Interns are hired through a temporary employment agency.

The internship is paid and academic credit is possible, depending on the intern’s academic program. The deadline for applications is August 8. Interested candidates should send a cover letter and resume, both in PDF format, to dtgourley@hillmanfo.com. The resume should include course highlights from the applicant’s graduate program. The cover letter should include answers to the following questions:

- What career path is the applicant currently hoping to pursue?
- How did the applicant find out about this internship?
- What does the applicant hope to achieve from or learn through this internship?
- How does this internship fit with the applicant’s graduate studies and/or possible career?