



## **JOB ANNOUNCEMENT**

### **Nonprofit Catalyst Fellow**

**Position Summary:** The Nonprofit Catalyst Fellowship offers recent graduates the opportunity to work with leaders across the nonprofit community. The Catalyst Fellow will support SVCN's Chief Strategy + Policy Officer; conduct original research; provide critical resources to and learning opportunities for nonprofits; curate content for our media platforms; and write insightful policy briefings, reports, and publications. It is an opportunity to get hands-on experience magnifying the impact of the Silicon Valley nonprofit community within an equity-centered framework, expand your network, and prepare to hit the ground running within a related field.

Fellowships will run for one year and may be extended for six additional months depending on funding. This is a full-time, exempt position.

Because of the COVID-19 pandemic and Santa Clara County Public Health orders, SVCN is working remotely from home and the Fellow will be onboarded and work remotely until SVCN's work-at-home policy is lifted, or an exception to this policy is granted.

#### **Fellows will benefit from:**

1. 12 to 18-month role in a leading local nonprofit organization
2. \$3,750/month (FY20 San Jose living wage)
3. Health insurance reimbursement up to \$400/month
4. Cultivation and support of leadership skills
5. Exposure to a wide variety of nonprofits, nonprofit roles, and issues facing nonprofits and the communities they serve to prepare for full-time employment in the nonprofit, social innovation, or public service sectors
6. Completion of at least one major project including a writing component
7. Support from a nonprofit mentor.

#### **Application process:**

Fellowship applications open on June 29, 2020, on a rolling basis. To apply, please submit the following to [admin@svcn.org](mailto:admin@svcn.org).

- Letter of interest
- Resume
- Short, original writing sample (no more than 5 pages)
- Marketing or graphic design work sample (if available)

- Transcripts from post-secondary academic institutions you have attended (unofficial transcripts OK, but will be subject to verification)
- Contact information for three references (recommended one academic, one professional, and one personal reference)

### **Selection Process**

SVCN's fellowships are structured to cultivate the next generation of nonprofit leaders and to build a more diverse and racially equitable nonprofit sector. SVCN seeks applicants from underrepresented or diverse backgrounds. By bringing individuals who experience direct or structural discrimination into nonprofit leadership and capacity-building, SVCN works to cultivate nonprofit leaders who will advance an agenda that is responsive to the needs of all we serve.

Fellows are selected for their leadership, practical abilities, scholarship, and commitment to public and community service. Applications are scored based on evidence of leadership and leadership potential, including community involvement, commitment to public service, and ability to challenge self. Top candidates will be invited to interview.

### **Qualifications**

- Bachelor's or Graduate degree from an accredited school. We encourage applications from those with a degree/expertise in social sciences (public policy, urban planning, political science, law, sociology, economics), data sciences (computer science, statistics), and applied sciences (engineering and technology, health, accounting and human resources).
- Demonstrated passion for being a change-maker, with an interest in nonprofit work and learning about the nonprofit sector.
- Strong desire to building and maintaining positive relationships with people from diverse backgrounds
- Excellent oral and written communication skills
- Experiences with problem-solving, exercising sound judgment, taking initiative, working independently, and following through
- Ability to be collaborative with an ability to work on teams, take on different roles, and juggle multiple priorities with a positive, solution-oriented attitude
- Proficiency in navigating social media platforms, cloud-based platforms, Microsoft Office Suite, Google Suite, and web + mar/comm platforms such as Mailchimp and Wix.

All Fellows must be U.S. citizens, lawful permanent residents, or individuals who are legally authorized to work full-time without restriction for any U.S. employer and who possess lawful evidence of employment authorization. Note: Individuals who are seeking consideration under the "Deferred Action for Childhood Arrival" (DACA) policy must possess an Employment Authorization Document at the time of application that is valid throughout the program.

### **ABOUT SVCN**

Founded in 1996, Silicon Valley Council of Nonprofits (SVCN) has magnified the voice of the local nonprofit community and supported the capacity of nonprofits so they can better help people and advance thriving, equitable communities. Through our learning workshops, capacity

building cohorts, collective impact facilitation, and policy advocacy partnerships, SVCN helps to build nonprofit skills, strengthen foundations, and enhance nonprofits' ability to better serve their communities through human services, health and mental health care, education, housing and re-housing, emergency assistance, transportation and environment, the arts and beyond. SVCN's membership of over 200 organizations, largely serving Santa Clara County, represents the broad depth and value our members provide to the community.

SVCN is an equal opportunity employer that is dedicated to the diversity of our staff. Applicants are invited to apply regardless of sex, gender, gender identity and/or expression, sexual orientation, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, or religion. Individuals who need assistance or accommodation due to a disability may contact us at [admin@svcn.org](mailto:admin@svcn.org).