

Job Title	Rockwell Fund Inc. Fellow
Employer/ Agency	Rockwell Fund Inc www.rockfund.org
Job Description	<p>The Rockwell Fellowship offers a current undergraduate, graduate student or recent (within one year) graduate who is interested in a career in the nonprofit sector an opportunity to experience firsthand the operation of a private foundation. Rockwell Fund, Inc. funds the activities of nonprofit service providers in the areas of education, community health, housing, and workforce development. This position will support the organization in developing and managing relationships with grantees, acquiring knowledge related to the areas we support, and communicating with funding partners and stakeholder groups. This position will report directly to our Program Officer.</p> <p>Essential Functions:</p> <p>Under the guidance of Rockwell Fund, Inc. staff the Rockwell Fellow will:</p> <ul style="list-style-type: none"> • assist with grant making program management including meeting with grantees, reading and summarizing applications, and reviewing applicant financial information; • attend and support at least one collaborative group/initiative; • research evidence-based strategies related to Rockwell grantee interventions; • produce at least one brief and accompanying presentation regarding a topic related to philanthropy, non-profits, or social issues; • produce and publish, to the Rockwell Fund website, one “grantee spotlight,” highlighting a Rockwell investment or strategy; • assist with grantee coordination and communication; and • other duties as assigned.
Qualifications	<p>Required Education, Skills and Experience</p> <ul style="list-style-type: none"> • Current AA/BA/BS student, graduate student or recent (within one year) graduate • Strong writing and communication skills • Interest in philanthropy, the Houston non-profit sector, and social change • Proficiency with Microsoft Office products (i.e Word, Excel, Outlook and Power Point) • Knowledge of or experience with financial statements, law or social work a plus <p>Personal Characteristics</p> <ul style="list-style-type: none"> • Willingness to engage with non-profits, stakeholders and others in the community • Ability to seek clarity on assignments and tasks • Mature interpersonal style, ability to interact professionally with a diverse range of people • Team player with a sense of humor • Able to work under occasional tight deadlines • Reliable and punctual
Salary/Hours	20/hour Minimum 30 hours/week
Employer/Agency	Rockwell Fund Inc

Address	770 Post Oak Lane Suite 525
City, State, Zip	Houston Texas 77025
Contact Person	Don Titcombe
Contact Title	Program Officer
Telephone Number	713.341.5342
Email Address	dtitcombe@rockfund.org
Application Method	Send resume and cover letter via email to dtitcombe@rockfund.org
Opening Date	ASAP

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.