



DISTRICT FELLOWSHIP - Community Grants Fellow

REPORTS TO: Community Grants Program Manager(s)

FLSA STATUS: Temporary Part time (20HR/WK, May-October) - Non-Exempt

STIPEND: \$2,000/month stipend

REPORTS TO: Community Grants Program Managers

TERM: 1 May 2025 - 31 October 2025

LOCATION: Humanities DC office in NW DC at least 2 days per week

DEADLINE: Applications will be reviewed on a rolling basis; early applications are encouraged. For best consideration apply by February 28, 2025

ORGANIZATIONAL OVERVIEW

HumanitiesDC is the state humanities council for Washington DC. Founded in 1980, HumanitiesDC aims to use the humanities as a tool to help all Washingtonians, and others connected to the District, deepen their relationships with the city and each other through the sharing of unique and universal stories, the fostering of intellectual stimulation, and the promotion of cross-cultural understanding. We work to amplify DC residents' voices primarily through grantmaking and programs that support the making, recording and appreciation of all things related to our city's history, culture, and arts. We do this in partnership with other organizations, as well as local scholars, field experts and citizen humanists.

ORGANIZATIONAL CULTURE

HumanitiesDC is interested in creating a work environment and practices that are led by our collective values, including:

- **EQUITY DRIVEN:** We strive to center equity principles across our organization, internally and externally. This focus helps us broaden access, inclusion, and diversity in all our work to create structures that share power and core decision-making.
- **COMMUNITY POWERED:** As an organization based in the humanities, we recognize that our work would not be possible if not for the strength and experiences of all the people who make up our city. Our aim is to build authentic relationships and collaborations that reflect the vibrancy of our community.
- **CREATIVE VISION:** We relish opportunities to venture into unexplored territory. We strive to bring a creative and entrepreneurial spirit into our collective work in order to explore how the humanities can act as a connector across all our lives.
- **AMPLIFYING VOICES:** We seek to use the power and resources made available to us to create spaces and opportunities to celebrate and share culture, stories and experiences, especially those traditionally marginalized or left out of mainstream narratives.

- **ACTING WITH INTEGRITY:** We are a curious group, excited to always better our grantmaking, public programs, internal culture, and community partnerships. We strive to be reflective, accountable, and ever-learning as we foster transparency across our organization and build mechanisms for feedback.

POSITION SUMMARY

The District Fellowship is designed by HumanitiesDC to support humanists, and non-profit professionals early in their careers and currently residing in the DC area. This program is meant to provide fellows with hands-on experience, professional development, and opportunities to lead their own projects or initiatives within program areas. Fellows work side-by-side with HumanitiesDC staff, receive coaching and get increased exposure to our area's humanities community.

The Fellow's work supports HumanitiesDC's overall mission and goal to increase all District residents' ability to participate in the humanities, and in particular our commitment to trust-based philanthropy and community-driven grantmaking. HumanitiesDC maintains this commitment through a highly transparent and supportive grantmaking process. All grant funding decisions are made by a body of trained volunteers who serve as community grant reviewers. The Community Grants Fellow works with the Community Grants Managers to support all aspects of our community grants program, including applicant support during our competitive open grant period, activities designed to build a strong grantee cohort, and review of information collected from applicants and grantees to help understand the impact of HumanitiesDC's grantmaking.

Activities may include collecting and responding to applicant and grantee questions, reviewing applicant eligibility, creating and updating applicant and grantee resources, helping to host virtual and in-person events, and analyzing data submitted via applications and reports from grant applicants and recipients.

The Fellow will be exposed to a wide array of humanities practitioners in DC who receive grants to support their work. The Fellow will also have the opportunity to learn about our community-centered approach to grantmaking, including elements of trust-based philanthropy. HumanitiesDC will also create opportunities for District Fellows to explore and participate in other parts of our organization and programs that may add to their professional growth.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1 - Grantee Cohort Building

- Work with staff to facilitate new grantee meetings and orient new 2025 grantees to HumanitiesDC's grant administration
- Support regular communication with community grantees to strengthen their work as well as our own efforts to inform the public about grantee activities and upcoming events
- With the rest of the Community Grants and Programs teams, aid in the creation and management of opportunities for grantees to share their projects more broadly with the public

2 - Applicant Outreach and Review

- Support staff to review applicant eligibility
- Support facilitation of training and meetings of community grant reviewers
- Support the swift disbursement of grant funds once decisions are made

3 - Humanities Landscape and Impact Review and Analysis

- Review applicant and report data to identify key data points to inform other team members at HumanitiesDC
- Conduct deeper analysis of collected data to discover trends in our grantmaking, gaps in our outreach, or other key information
- Periodically attend organizational and grantee events upon request

4 - Team Participation

- Actively participate in an internal culture of support, high performance and continuous growth that values learning, and a commitment to collaboration and quality;
- Develop an ongoing understanding of all the work of HumanitiesDC to be an effective representative to community members and partners.

Other tasks in line with the essential functions/responsibilities mentioned above may be required.

DESIRED QUALIFICATIONS, EXPERIENCE, AND SKILLS

The following are examples of experience and skills that may contribute to the success of a potential Community Grants District Fellow. However, candidates need not possess all of the following qualifications and are encouraged to apply even if their past experience does not match the list below.

Qualifications & Experience

- Understanding and connections to Washington, DC communities and cultural touchstones;
- Experience organizing community-engaging activities and events (in-person or virtual)
- Experience with grassroots-level outreach, working in diverse settings, and directly with community members;
- Some experience working in community development, grantmaking, philanthropy, program management, customer service, and/or other related disciplines;
- Energetic, flexible, collaborative, proactive and excited to positively and productively take on programing-related tasks;
- Passion and/or demonstrated commitment to HumanitiesDC's mission.

Skills

- Comfort in a highly collaborative and creative professional setting;
- Written, oral, and presentational communication skills;
- Data analysis skills and a familiarity with using data to tell a story;
- Strong interpersonal and active listening skills and the ability to effectively interface with community members;
- Creative problem-solving skills;

- Proficiency in Microsoft Office Suite, Sharepoint, Teams and online event platforms like Zoom;
- Working knowledge of Spanish, Amharic, or other foreign languages welcomed;
- Attention to detail and organization;
- Self-starter who will take initiative for identifying and solving problems.

COMPENSATION

HumanitiesDC is greatly committed to salary transparency and pay equity. District Fellows receive a monthly stipend of \$2,000. Fellows may qualify for select benefits.

APPLICATION PROCESS

Applications will be accepted and reviewed on an ongoing basis. For best consideration, applications should be received by February 28, 2025. Search will remain open until filled.

Applicants should use the following link to apply to this job: [APPLY HERE](#).

In the application portal you will be prompted to answer some questions and to upload your resume. If you wish to upload a cover letter (not required), please add it to the end of your resume. Key questions to be answered in the portal include:

- What is your connection to the humanities? [500 words max].
- Please describe your experience as it relates to your selected fellowship(s) and what you hope to gain from this experience [500 words max].

If you have technical issues with the application portal, please email OfficeAdmin@humanitiesdc.org and we will respond to you within one working day.

BACKGROUND AND REFERENCE CHECKS

Finalist(s) for this position will be required to consent to a pre-employment background check and reference checks as a condition of employment.

WORKING CONDITIONS

HDC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This employee is regularly required to sit, stand, bend, stretch and kneel for long periods of time; frequently required to talk, hear, and use repetitive hand motions; and should possess the ability to push, pull, and lift up to 20 pounds unassisted.

As a condition of employment, all external candidates must provide proof that they are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an ADA accommodation has been approved. "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

EQUAL OPPORTUNITY EMPLOYER

HDC has a strong commitment to diversity, equity, and inclusion and strongly encourages applications from candidates who identify as Black, Latino/a/x, or other people of color.

Employment decisions are based upon one's qualifications and capabilities to perform essential functions of a particular job. All opportunities are provided without regard to race, religion, gender, sexual identity, family status, pregnancy-related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.