

# FELLOWSHIP DESCRIPTION

The information below will be available to all fellowship applicants. Please type or paste responses directly into boxes, which will expand to fit.

Organization name:	Gill Foundation		
Location (city/state):	Denver, CO		
Organization's website:	Gillfoundation.org		
Yearlong I	-May 2019)	<b>X</b> Summer Fellowship (June-August 2018)	

#### **Organization Mission/Goals** (100 words or less):

May include a bulleted list of priorities or initiatives, in addition to mission statement.

The Gill Foundation is one of the nation's leading funders of efforts to secure full equality for lesbian, gay, bisexual and transgender (LGBT) people. The foundation makes taxdeductible grants to nonprofit organizations that advance equality by doing research, educating people, developing public policy recommendations, and working within the legal system. We also make grants to 501(c)3 organizations in Colorado to lower barriers to economic opportunity for all our state's citizens. The Gill Foundation focuses on securing change to public policies at the state level, and actively pursues collaboration with other philanthropists and funders.

### Title of PIFP Fellow: Summer Fellow

#### **Primary responsibilities of PIFP fellow** (bulleted list; 100 words or less):

- The PIFP fellow will spend most of their time conducting a variety of research projects. Previous projects have included:
  - Analyzing the usage of Twitter during a public education campaign in Houston.
  - Conducting a media audit to track all LGBT-related business advertising.
  - Analyzing news consumption habits as well as social media usage among key demographics across the U.S.
  - Conducting an evaluation of how grantees have met outcomes over three years.

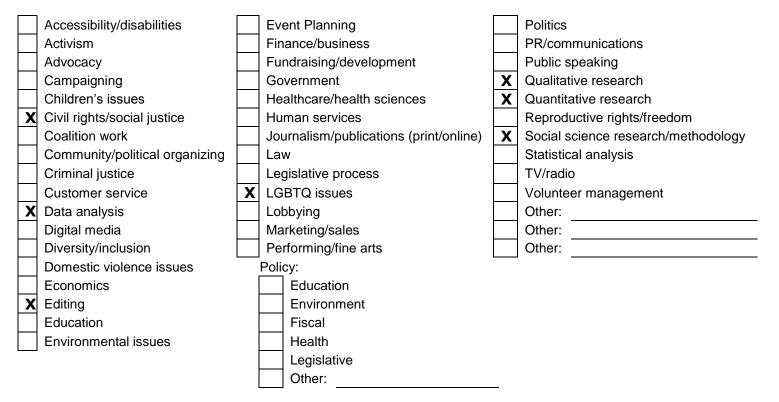
- Attend Programs Team weekly meetings and any other staff meetings as appropriate.
- Misc. clerical tasks like filing and taking photos for communications properties.

#### Qualifications sought in PIFP fellow (bulleted list; 50 words or less):

Include **Required** and **Preferred** sections, if applicable.

- Quick learner able to conduct self-guided research.
- Top-notch writing skills. Ability to condense large amounts of data into short memos or graphics.
- Comfortable working in (or ready to learn more about) Microsoft Office, particularly Microsoft Excel, and Adobe Creative software. Experience working with LexisNexis (or similar media database) a plus.
- Willingness to pitch-in with clerical tasks.
- Eagerness to learn more about the nonprofit world, particularly philanthropy.
- Passion for LGBT issues and curiosity for learning more about the LGBT movement.

## Areas of skill/experience/background required in PIFP fellow:



## Technology skills *required* in PIFP fellow:

	Adobe Creative Suite (Acrobat, InDesign, PhotoShop)		Graphic design (infographics, etc)
	Blog platforms (WordPress, Blogger)		Microsoft Office Suite (Word, Excel, PowerPoint)
	Database management (Salesforce, GiftWorks, Wild Apricot)		Video/film production
	Digital marketing/outreach ( <i>Twitter, Instagram, Facebook, etc</i> )		Website design/management (WordPress, SquareSpace, etc)
	E-newsletter platforms (MailChimp, Constant Contact, Vertical Response)		Other: Photography skills preferred
	GIS		Other:
Certifications  WFA  WFR    Required:  Other:			First Aid CPR
	Nguage Skills  X  English  Spanish    guired:  Other:		