



PROGRAM & DATA FELLOW

Do you love data and organization? Do you want to be on the cutting edge of people-powered philanthropy? Do you want to sharpen your evaluation and communication skills? Then consider joining our amazing family!

LATINO COMMUNITY FOUNDATION

The Latino Community Foundation (LCF) exists to unleash the power of Latinos in California. We fulfill our mission by building a movement of civically engaged philanthropists, investing in Latino nonprofits, and increasing political participation of Latinos in California. Currently, LCF is working to scale the largest network of Latino Giving Circles in the nation, support the growth of grassroots nonprofits through the innovative work of the first-ever Latino Nonprofit Accelerator, and advance a California Latino Agenda—a policy platform to ensure a bright future for all Latino families.

FELLOWSHIP PURPOSE

The Program & Data Fellow will support LCF with three critical projects: 1.) helping maximize the power of the Salesforce database to strengthen internal infrastructure; 2.) assisting with the first-ever Latino Nonprofit and Data Map in California elevating Latino demographics and nonprofits; and 3.) support creation of grant docket for the Latino Giving Circle Network.

ABOUT THE FELLOWSHIP

Be a part of a groundbreaking model in philanthropy—one that is revolutionizing philanthropy and placing people, culture, and love at the center of the work.

The Program & Data Fellow will work within our Program team to contribute to ongoing Salesforce and Program projects. In 2018, LCF launched an internal Salesforce Upgrade Project to automate and streamline donor and grants management, institute a data-driven culture, and improve the capture and analysis of information. With the completion of this Project in early 2019, the Fellow will play a critical role in helping to ensure accurate data entry, organizational archiving, impact evidence, and the creation of tailored dashboards and reports for all LCF staff. In addition, the Program & Data Fellow will support the Program team with the creation and editing of grant dockets for Latino Giving Circle Network grantmaking. Through this work, the Fellow will learn about Salesforce administration, grants management and evaluation, and participatory grantmaking.

In 2019, LCF will launch an online Latino Nonprofit and Data Map to highlight key demographics on California's Latino community and to showcase visionary Latino-led nonprofits working to improve outcomes and opportunities in their communities. The Program & Data Fellow will take the lead in identifying new Latino nonprofits across the state to add to this Map through research and outreach. Through this work, the Fellow will learn about the landscape of Latino nonprofits in the state and their roles in ensuring healthy, vibrant, and robust Latino communities.

FELLOWSHIP LEARNING OBJECTIVES

While focused on the three key projects, the Fellow will also be fully immersed in the day-to-day operations and activities of an innovative foundation that is rapidly growing and expanding impact across the state. During tenure with LCF, and with guidance and mentorship from the Manager of Programs & Grants, the Program & Data Fellow will achieve the following learning objectives:

- Learn about justice-focused and people-centered philanthropy and about the intricacies of managing the largest network of civically engaged Latino philanthropists
- Enhance skills in grants/data management and evaluation
- Understand the strengths and complexities of the nonprofit sector and gain knowledge of Latino-led organizations working to affect change
- Gain exposure and understanding on issues that impact Latino communities in California and the nation
- Engage, work, and learn from a fun, visionary, and diverse team in a bicultural, bilingual environment

QUALIFICATIONS:

- Experience in database management; Salesforce preferred
- Interest in grant data analysis
- Strong analytical thinking skills and keen attention to detail
- Deep interest and passion in building power in Latino communities
- Excellent communicator—written, oral, and non-verbal
- Great sense of humor and hunger to unleash the power of Latinos, support Latino nonprofits, and desire to contribute to the mission of the Latino Community Foundation
- Undergraduate, Graduate Students, or recent Graduates from any discipline are welcome to apply!

TIME FRAME

This is a part time, 7-month, paid Fellowship that will be at LCF's office in San Francisco. Applicant must be willing to travel occasionally throughout the state to support Program events and activities.

TO APPLY:

Please email resume and cover letter (1 page max) explaining why you are the right fit for this opportunity to: Samantha Sandoval, Manager of Programs & Grants, ssandoval@latinocf.org.