The Sisters of Charity Health Foundation of Cleveland Grantmaking Fellow will primarily support our Good Samaritan Grant program, the foundation's program to address basic needs in the community. The Good Samaritan Grant Program responds to our community’s challenge of ensuring that its residents can meet their basic needs. It supports non-profit organizations for which a modest grant would make a difference in continuing to provide necessary and immediate goods and services to individuals living in poverty. The grant program intern will support the program staff in the management and implementation of the Good Samaritan grant program.

Specific responsibilities include:

- Working with program staff to understand status of applications and any questions that need attention
- Scheduling and making site visits to applicants
- Reviewing applications using an online grants management database, and discussing recommendations with program staff
- Conducting proposal and organization due diligence, analyzing budget requests against proposal narrative, and writing proposal summaries
- Evaluate and synthesize previous year’s grantee reports against project goals and objectives; troubleshoot and follow-up with grantees about any questions that arise
- Research poverty in Cleveland and how access to basic needs has been impacted by recent policy or other factors
- Write brief report on state of poverty in Cleveland for the Good Samaritan Grant Program
- Contribute to distribution committee and board meeting reports and presentations
- Perform other duties as assigned

Qualifications:

The Foundation is seeking an upper-level undergraduate intern with a passion and commitment to social justice. This position would provide an excellent opportunity to experience the non-profit world through the philanthropic lens. The ideal candidate should demonstrate independence, initiative and maturity. The candidate should be able to work in a small, team-oriented environment and possess strong writing, analytical and organizational skills.

Skill Requirements
Candidates should possess:
- Ability to understand and enhance mission and ministry of the Sisters of Charity Foundation of Cleveland’s Catholic faith obligations and their reflection on our grantmaking
- Currently working toward or a recent graduate with a degree in social sciences, social work, ministry, nonprofit management or other related field.
- Previous experience working in the non-profit sector is preferred
- Past grant writing experience helpful
- Strong writing, analytical, research, and organizational skills
- Proficiency in Microsoft Word, Excel, and PowerPoint

_Sisters of Charity Foundation of Cleveland_

The Sisters of Charity Foundation of Cleveland (SOCF) improves the lives of those most in need with special attention to families, women and children living in poverty. Our primary focus is to increase the community’s capacity to meet the needs of the underserved. For 20 years, the foundation has provided strategic grantmaking, expertise and technical support to people and programs changing the trajectory of poverty in the community. In everything we do, we carry forward a mission of extending the healing ministry of Jesus on behalf of our founding Catholic sisters, who have been serving Cleveland since 1851.

Our strategic goals are: ending homelessness in Cuyahoga County by promoting systems change and organizational and partnership capacity; supporting Catholic sisters and their ministries in Northeast Ohio to meet the needs of God’s most vulnerable people; and strengthening the Central Promise Neighborhood to break the cycle of poverty, family by family, by advancing health, education, social capital, stability and economics. In addition to our three strategic goals, we promote strong community partnerships by convening or participating in collaborations in the community, responding to basic needs and supporting Catholic ministries.

The Grantmaking Fellow will have a working space and equipment, and free parking available at the foundation office. There will also be opportunity for the Fellow to participate in site visits to see non-profit organizations in action. Throughout the summer, s/he will assist us in addressing the unmet needs of individuals, families and communities in Cuyahoga County. Our core values of Compassion, Courage, Respect, Justice and Collaboration play an important role in this effort. The Fellow will help us to live out these values through our Grantmaking to support basic needs.