

THE FIELD FOUNDATION OF ILLINOIS
Internship Opportunity Overview

Mission Statement:

The Field Foundation of Illinois seeks to provide support for community, civic and cultural organizations in the Chicago area, enabling both new and established programs to test innovations, to expand proven strengths or to address specific, time-limited operational needs.

Background:

The Field Foundation of Illinois is a private independent foundation established in 1960 by Marshall Field IV. With assets of approximately \$70 million, the Field Foundation awards approximately \$2.8 million annually in grants to Chicago nonprofits. The Foundation's grant making spans six program areas: Community Welfare, Culture, Education, Environment, Health, and Urban and Community Affairs.

Field Placement/Internship Description

Graduate students will learn all aspects of the grant making process. Students will review grant proposals, conduct site visits, formulate grant recommendations, and provide written documentation for the Foundation's Board of Directors. The nature of the grant making process exposes students to a wide range of social and economic issues as well as to direct human needs. Students develop critical thinking skills, learn how to apply an analytical lens to social problems, and make decisions about proposed solutions to those problems. Students will:

- 1) Review and evaluate grant requests (proposals)
- 2) Conduct site visits
- 3) Research issues and trends in various grant making subject areas
- 4) Develop and execute written and oral presentations to staff about grant recommendations
- 5) Prepare written recommendations to Board of Directors
- 6) Present oral defense of recommendations at Board of Directors' meeting

Other information:

Length of internship:	Academic year (September – May)
Hours:	2 to 3 days per week, 9 a.m. to 5 p.m.
Stipend:	\$3,500
How to apply:	Please send a cover letter, resume and a writing sample (no more than two pages) as separate PDF's to Heather Smith at hsmith@fieldfoundation.org via email.

Field Foundation of Illinois
200 S. Wacker Drive, Suite 3860
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Applications must be received by February 24.