

Field Foundation Graduate Internship

The Field Foundation Graduate Internship is an opportunity for graduate student pursuing a Master's Degree in Social Work at a Chicago university to get hands on experience in philanthropic field work. Interns learn all aspects of the Field Foundation grantmaking process by reviewing grant proposals, conducting site visits, formulating grant recommendations, and providing written documentation for the Foundation's staff and Board of Directors. The internship program is part of our Field Leaders program which gives interns the opportunity to build connection with existing and emerging leaders in Chicago's nonprofit community.

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 three program areas: Justice, Art, and Leadership Investment. The Foundation prioritizes racial and geographic diversity in its funding with an end goal of community empowerment in divested areas of Chicago.

Internship Description: 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 letters of Inquiry and Applications
2. Conduct site visits
3. Research issues and trends in various grant making subject areas
4. Develop 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
7. Manage social media pages and email blasts

Length of internship: Academic year (September – May)

Hours: 2 to 3 days per week, 9 a.m. to 5 p.m.

Stipend: \$5,000