Haas, Jr. Fund Program Fellowship

About the Opportunity
The Haas, Jr. Fund is offering a two year paid program fellowship at a starting salary of $70,000 salary, plus benefits, with substantial professional development opportunities averaging a day a month (including senior staff coaching and mentoring, staff training and meetings, participation in workshops, and conferences). Applications are due by December 22, 2014 with the term to start on or about February 2, 2015.

This position is for a Master's degree graduate with a demonstrated interest in philanthropy, public policy, social justice, community service and/or the nonprofit sector. We value diversity and strongly encourage candidates from underrepresented communities. Our objectives are to enhance our grantmaking by bringing in new ideas, perspectives and energy, while also developing the next generation of philanthropic and nonprofit leaders. The fellow will gain hands-on experience in philanthropy and grantmaking, with an emphasis on our Immigrant Rights and Integration program; and learn how we support social justice movements and community organizing, develop strategies to pursue public policy goals, and strengthen the capacity of nonprofit organizations.

It is a versatile and dynamic position with exposure to many aspects of the Haas, Jr. Fund’s program work. Approximately 60% of the fellowship will involve full grantmaking and program support for the Immigrant Rights & Integration program, reporting to program director, Cathy Cha. The remaining 40% will involve special projects at the direction of the vice president of programs, Sylvia Yee, including: technical support for the Fund’s Legacy project (research, organizing, writing); research support for all program areas; and support for cross-program projects (e.g., Immigrant Rights and Education Equity; Immigrant Rights and Gay & Lesbian Rights); and other projects as they arise.

Qualifications
- Master’s degree (MA, MPP, MPA, MBA, MCP, JD or related field)
- 2-5 years' experience, preferably in a prominent role in the nonprofit or public sector
- Demonstrated commitment to public service with interest in philanthropy and nonprofit sector
- Demonstrated leadership potential in civic or professional life
- Substantive knowledge in immigration policy and issues desirable
- Creative and analytical thinking skills including the ability to think out of the box, suggest new strategies, ask the right questions as well as synthesize information into a coherent vision.
- Stellar oral and written communication skills. Bilingual in English and other language(s) preferred.
- Excellent interpersonal skills with an ability to work with diverse people and in teams in a variety of multicultural environments.
- Ability to build rapport with a wide range of stakeholders including nonprofit, government and private partners.
Curiosity, strong research skills and the ability to seek out needed information in an entrepreneurial ways if needed.

Ability to manage multiple priorities, troubleshoot, and manage deadlines.

Experience working with databases (particularly Salesforce) and social media is desirable.