

CFLEADS FELLOWSHIP POSITION DESCRIPTION

Title:	CFLeads Fellow, 2025-2026
Reports to:	CFLeads Staff – Supervisor
Type:	Paid, Part-Time, 12-Month Temporary Fellowship
Location:	Remote and Flexible within the U.S.

About CFLeads

CFLeads is a national network of community foundations working together to build strong communities. As the only national organization exclusively for community foundations, we work with hundreds of community foundations each year that are committed to increasing their local impact through community leadership.

CFLeads vision:

We envision a world in which community foundations are vital partners in building communities where all residents are prosperous, healthy and secure.

CFLeads mission:

Our mission is to help community foundations build strong communities by advancing effective practices, sharing knowledge and galvanizing action on critical issues of our time.

Position Description

CFLeads is seeking two graduate-level emerging leaders with a passion for community leadership to apply for the inaugural 2025-2026 CFLeads Fellowship program. CFLeads Fellows will grow awareness and appreciation for community foundations by providing expertise, working on pertinent projects, and sharing new perspectives. Fellows will gain valuable experience and networking opportunities while practicing meaningful skills to be successful in their early career paths.

The Fellowship Program is accepting two students and is a paid, fully remote opportunity.

Key Responsibilities

While each Fellow will engage in different CFLeads' programs and work, Fellows can expect to grow skills in the following areas:

Project Strategy and Implementation

Fellows will be responsible for leading and completing several projects during their 12-month employment. Projects will vary and be determined based on the program needs of CFLeads as well as the experience and interest of incoming Fellows. Fellows should expect to collaborate often but work independently on projects, be deadline-driven, and bring creativity and fresh perspectives.

Strategic Communications

Storytelling is necessary for strategic communication. Fellows will support the creation of blogs, social media, and marketing for programs. Using CFLeads' platform, Fellows will publish thought leadership blogs with guidance from their supervisor and develop a communications plan for each project they work on.

Network Engagement

Fellows will be proximate with CFLeads' partners and support CFLeads in connecting with community foundations across the nation. Additionally, Fellows will have the opportunity to connect and network through a variety of virtual and in-person offerings.

Content Expertise

Depending on the area of skills and interest, Fellows may also take part in marketing, research and evaluation, or fund development. CFLeads may also provide Fellows with an opportunity to develop their content expertise and focus on specific programming (ex. Economic Mobility).

Eligibility Requirements

- Currently enrolled graduate students in an accredited program pursuing an education and career in the field of philanthropy/nonprofit management or related area
- Have a current understanding or interest in community foundations
- Commit to providing a minimum of 15-20 hours per week for three semesters (12-months) starting in May, June, July or August 2025
 - Opportunity to extend based on supervisor and President & CEO approval
- Must have the capacity to work remotely and independently while achieving key deliverables as defined by their supervisor



Community Foundations
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- Have legal authorization to work in the United States

How to apply

Please submit a resume and cover letter with a clear declaration of university affiliation, program degree, and expected completion date to careers@cflleads.org. In the cover letter, please describe prior experience without recounting the resume, state what you would like to gain from a Fellowship with CFLeads, what you hope to contribute, and any aspirations you have for the philanthropic sector and community foundations.

Submissions will be accepted until March 7, 2025. Applications will be reviewed, and interviews will begin in March with decisions by May 2025.

CFLeads is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. CFLeads is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Meghan Cummings at mcummings@cflleads.org