



## HIP Fellowships New York, NY Spring 2012

### About HIP:

Hispanics in Philanthropy's (HIP) mission is to build the capacity of Latino nonprofits, while strengthening the participation and leadership of Latino professionals in philanthropy. HIP seeks to increase investments in the Latino nonprofit sector through creative, cutting-edge grantmaking and as the leading transnational network of grantmakers, HIP is consistently at the front line of innovative philanthropy.

HIP strengthens Latino communities and leaders through its programs, including the Funders' Collaborative for Strong Latino Communities (FC), a series of focused initiatives, and its transnational grantmaking program. The award-winning FC and transnational programs bring together more than 165 funders to support over 500 Latino nonprofits across the U.S. and Latin America. HIP also is pioneering grantmaking initiatives to address *Aging in the Latino Population*, the *Latino LGBT community*, and *Education for Latino Youth*, focusing philanthropic attention on issues of critical importance to Latino communities. As a grantmaking and grantseeking organization, HIP provides unique hands-on training and exposure for students and young professionals interested in the philanthropic sector.

More information is available on our website: [www.hiponline.org](http://www.hiponline.org)

### Position Description:

HIP Fellowships are carefully tailored to match each fellow's interests with a broad range of organizational areas, including **Membership & Special Events, Strategic Initiatives and Programs, Communications, Finance, and Development**. HIP Fellows are given a high degree of flexibility in defining their range of work and are expected to take charge of projects in a dynamic and fast-paced work environment. All fellowships are unpaid, educational opportunities. HIP seeks fellows at the graduate level, but will consider students in their last years of undergraduate work and in other stages of professional development.

The ideal candidate will:

- Show a high degree of independence, creativity, and initiative
- Have excellent writing, research, and communication skills
- Know how to collaborate, and give and take constructive feedback
- Know how to prioritize and multitask
- Demonstrate a passion for Latino issues and HIP's mission

Additional preferred qualities:

- Bilingual Spanish/English
- Relevant professional experience
- Experience working on issues of diversity, particularly in the Latino community
- Knowledge of and familiarity with social media and relevant databases

**Position Type:** Unpaid, part-time (2-3 day/week commitment), Spring 2012 semester

- Fellowship Semesters: Spring is March – May; Summer is June/July – August; Fall is September - November

### Benefits:

- Mentorship from seasoned philanthropic professionals in a supportive work environment
- Networking opportunities with the leading network of Latino professionals in philanthropy
- Access to HIP's membership job bank
- Flexible work schedule
- Potential opportunity for academic credit
- Monthly travel stipend

**To Apply:** Please send a cover letter, resume, and brief writing sample to Lacy Serros, Program Manager, at [lacy.serros@hiponline.org](mailto:lacy.serros@hiponline.org) by Wednesday, February 29, 2012. **Note:** "Spring 2012 Fellow" as the subject line.