

The National Leadership Program Fellowship in Development and Fundraising

RespectAbility's Development/Fundraising Fellows support the entire organization in fighting stigmas and advancing opportunities. Development/Fundraising Fellows learn about all of our issue areas – public policy, communications, and faith-based inclusion – and help bring in the needed support for those departments to succeed and expand. One of our key initiatives for 2017 revolves around Communities of Practice. These are geographically-focused partnerships that will convene local stakeholders – including funders – in ending stigmas against and advancing economic opportunities for people with disabilities. Development/Fundraising Fellows will be closely involved in this critical work.

Our program is fully accessible for people with disabilities and offers full-time in-house job coaching, skills development and networking opportunities. Assistive technology and personal care support are available as needed.

Who We Want

The National Leadership Program is ideal for people who want to gain skills and contacts while making a positive difference for people with disabilities. We are looking for thoughtful and results-driven individuals who want to achieve breakthrough results while getting hands-on experience. The fellowship is for college and graduate students, as well as for people transitioning into the workforce for the first time, or back into the workforce after a break. Fellows will ideally have an interest in the nonprofit/development sector. Past development experience not necessary.

Fellowship Duties

The fellows will work closely with our National Leadership Program Director and Development and Inclusion Associate. Individual projects will be assigned based on an individual's unique skill set and their own ability to "bring something to the table." Tasks might include grant and proposal writing, prospect research, donor relations, and attending donor and prospect meetings. Development/Fundraising Fellows will join supervisors at workshops, webinars and events that pertain to development.

Each fellow will receive as many opportunities to learn new skills, network, and gain direct experiences. In addition to hands-on work experiences, all fellows will participate in special presentations by guest speakers and intensive strategic communications workshops. A career plan will be developed by each fellow that will enable him or her to gain appropriate workplace experience while contributing directly and measurably to RespectAbility's impact. Upon the completion of the fellowship program, applicants can expect to come away with excellent experience in the fields of strategic communications, policy, and fundraising; fair knowledge of issues for people with disabilities; and leadership skills to help them grow into confident advocates.

Important Details for Applicants

- Excellent communication, research, and organizational skills are strongly preferred, and fellows should exhibit leadership skills to complete their own

projects

- Basic familiarity with the features and functions of Microsoft Office strongly preferred. However, software training will be available for some fellows in collaboration with the Fellowship/Leadership Director as part of the career path planning process
- Strong preference for college juniors and above
- Commit for a minimum of nine weeks
- Hours are 9-5, and fellows must be able to work at least 20 hours a week, though 40 hours per week is preferred
- There is no tuition cost to do the fellowship, and fellows will be awarded \$250 a month as a transportation reimbursement
- The fellowship takes place in Rockville, MD (office is a short distance from the White Flint Metro Station)
- Your cover letter must explain why this fellowship in particular is of interest to you and what you “bring to the table.” You must discuss in your cover letter why you believe that you have the skills, focus, and independent drive to make a positive difference in your time with us at RespectAbility.

About Us: RespectAbility is a non-profit organization whose mission is to reshape the attitudes of American society so that people with disabilities can more fully participate in and contribute to society; and to empower people with disabilities to achieve as much of the American dream as their abilities and efforts permit.

RespectAbility provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, RespectAbility complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. RespectAbility expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

To apply: Send your cover letter and resume and 1-2 page writing sample to jenniferm@respectabilityusa.org and tonyak@respectabilityusa.org. Also, please complete the linked [Google Doc Form](#).

Learn more here: <http://respectabilityusa.com/about-us/career-opportunities/the-national-leadership-program/>.