



## SUMMER ASSOCIATE 2009

### Job Description and Application Process

**Organizational Overview:** Blue Ridge Foundation New York identifies innovative ideas with high-potential for social impact and helps transform them into effective, enduring institutions. Our mission is to further equal opportunity and social mobility by helping to develop strategies that connect people in high poverty communities to the opportunities, resources, and support they need to fulfill their full potential.

Blue Ridge is an engaged grant-maker. The Foundation operates as an incubator, providing start-up nonprofit organizations with critical resources including funding, space in our offices, performance management tools, a network of professionals, and hands-on assistance from Blue Ridge staff. Since we share space with many of the organizations we support, our interactions range from water-cooler conversations to formal capacity-building programs and quarterly accountability meetings. Our extensive and active support accelerates the development and achievements of New York City's most promising new organizations.

To learn more, please visit [www.brfny.org](http://www.brfny.org).

**Summer Associate Position:** Blue Ridge Foundation New York seeks dynamic summer staff to assist in our efforts. This is an excellent learning opportunity. Summer Associates will work as full members of the Foundation team and play a substantial role in the Foundation's work.

**Responsibilities include:**

- Conducting research to assess best practices in nonprofit work applicable to our grantees
- Helping to extend Blue Ridge operating strategies (e.g., methods of organization performance assessment, communications, grantee support, etc.)
- Working directly on strategic consulting projects for organizations supported by Blue Ridge

**Qualifications:**

- Excellent writing, organizational, and research skills
- Serious interest in non-profit management and/or philanthropy
- Current undergraduates, graduate-level students, or recent graduates accepted

**Salary:** \$3,000 per month.

**Start-date:** June. Currently accepting applications for Summer 2009.

**Hours:** Full-time, June – August, 2008

**Application Process:** Interested candidates should email a cover letter and resume to [info@brfny.org](mailto:info@brfny.org), with attention to Matthew Klein, Executive Director. We will begin selecting candidates to interview in winter, 2008. Hiring will take place on a rolling basis. We expect to hire 2-3 Summer Associates for Summer 2009.

**BLUE RIDGE FOUNDATION NEW YORK**

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