



HOST FOUNDATION INFORMATION

OVERVIEW

About

THE MOMENTUM FELLOWSHIP is designed to introduce professionals from underrepresented communities, particularly communities of color, to careers in the philanthropic sector through professional development, networking and mentoring opportunities.

The Momentum Fellowship grew out of discussions among members of our first CEO cohort on diversity, equity and inclusion, who were interested in helping philanthropy become more welcoming to individuals from diverse backgrounds. The program, which is designed primarily as a professional development experience, will offer individuals a robust learning opportunity, both through a full-time position at host site foundations – where the fellows will be placed – and through a suite of activities coordinated by Philanthropy Northwest. Philanthropy Northwest is excited about the potential for this program to help expand pathways for professionals of color in philanthropy, and to increase the diversity of viewpoints into the sector.

We have been running the Momentum Fellowship program since 2015. Participating foundations have included Empire Health Foundation, Marguerite Casey Foundation, Meyer Memorial Trust, Northwest Health Foundation, Oregon Community Foundation, Pride Foundation, Rasmuson Foundation, The Collins Foundation, Whatcom Community Foundation and Women's Foundation of Oregon.

What will Momentum Fellows do?

Fellows will be placed in salaried full-time positions at host foundations that run for 18 to 24 months based on the host foundation preference. During the program, fellows will receive significant professional development and networking opportunities.

Who are the Momentum Fellows?

High-potential individuals, typically with at least five to seven years of professional work experience outside the field of philanthropy, who have a commitment to bringing new perspectives and ideas into the field by their ability to use a lens of equity and inclusion in their work. Fellows will come from a community that is currently underrepresented in philanthropy. Years of professional experience may vary. Current fellows come from nonprofit, fundraising, governmental, community health, social service and education backgrounds.

Who should host a Momentum Fellow?

Any foundation that:

- Is invested in creating opportunities for diverse professionals to work in and influence the philanthropic sector. We prefer placing more than one fellow in a geographic region.
- Has a demonstrated commitment to diversity, equity and inclusion
- Has an interest in expanding its staff by adding a full-time fellow.

TRAININGS / SEMINARS

- Philanthropy Northwest will facilitate cohort retreats during the fellowship period for peer learning and training.
- Fellows can access the ongoing programs and trainings offered through Philanthropy Northwest. Each year we offer grantmaking workshops, briefings and webinars on topics of interest to philanthropy.
- Philanthropy Northwest will coordinate networking and learning through learning networks, philanthropy-serving organizations and other partners.

MOMENTUM FELLOWSHIP PROGRAM



Full-time Work Experience at Host Foundation

Each fellow will commit to full-time work at a grantmaking organization, with the length of the position to range from 18 to 24 months. The program is intended to provide hands-on work experience in philanthropy, as such, it is expected that fellows participate in strategic work connected to the impact their host foundation hopes to have in the community. In addition to full-time work at their host foundation, a number of professional development activities will be provided via Philanthropy Northwest.

Professional Coaches/Assessment Tools

Fellows will have access to leadership and career coaching to aid them in thinking strategically about opportunities for personal and professional growth. Additionally, coaches will assist fellows in exploring their post-fellowship career options. Philanthropy Northwest has a pool of executive coaches from which fellows may select their coach. Each of these coaches uses a variety of assessment tools to guide the experience.

TIMELINE

- Planning and recruitment of host sites: **August 2018-January 2019**
- Recruitment of fellows: **February 2019-April 2019**
- Interviews of fellows: **May 2019-July 2019**
- Fellowship begins: **September 2019**
- PNW professional development activities: **September 2019-December 2019**
- Fellowship Ends: **Early 2021** (depending on length of position – 18 to 24 months)

HOST FOUNDATION EXPECTATIONS

1 Costs for Host Sites

Each host foundation will fully cover the costs of its fellows, including salary and benefits, and travel expenses for cohort retreats. Each host site will also be asked to provide a contribution to Philanthropy Northwest for the programmatic operations of the fellowship to ensure program success and sustainability. In addition, fellows and potentially host foundations may be asked to participate in communications about the program via Philanthropy Northwest's communication channels.

2 Participate in Momentum Fellow Selection Process

Each host foundation will participate in one-on-one interviews during the final round of the fellow selection process.

3 Provide Substantive Professional Opportunities

As part of the selection process, each foundation will provide a detailed fellow job description outlining substantive job responsibilities.

4 Provide Opportunity to Engage with Community and Broader Foundation Stakeholders

Each foundation should provide fellows with opportunities to attend events, conferences or other opportunities to build a professional network and to aid in job placement at the end of the fellowship.

5 Provide Access to Foundation Leadership

Each foundation must provide opportunities for two-way learning relationships between senior-level foundation staff, board members and fellows, creating avenues for seasoned and emerging leaders to share knowledge and perspectives with the fellows.

6 Provide a Flexible Schedule with Ability to Participate in Learning Opportunities

We ask each host foundation to accommodate and support professional development opportunities offered to fellows by Philanthropy Northwest and provide a flexible work schedule within reason to accommodate Philanthropy Northwest training. Philanthropy Northwest professional development will require five in-person convenings. Each host foundation must augment Philanthropy Northwest professional development with job- and foundation-specific learning (as needed) to ensure that a fellow is able to successfully fulfill his or her responsibilities.

7 Support Job Search

While host foundations have the option of offering permanent placement, each host foundation will support its fellows in their searches for post-fellowship employment, via one-on-one introductions, resume review and more.

CONTACT

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PHILANTHROPY NORTHWEST ROLE

1 Hiring

Philanthropy Northwest staff will manage the search and application process including posting job descriptions, managing recruitment, and a first round screen of candidates. Staff will work with the host site staff to coordinate and participate in candidate interviews.

2 Peer Cohort Experience, Learning Opportunities and Networking

Philanthropy Northwest will facilitate a peer cohort learning experience through five in-person retreats. Momentum Fellows will be invited to attend Philanthropy Northwest programming including briefings, webinars and other trainings offered to members. Staff will include Fellows in networking opportunities and make introductions to leaders in the field.

3 Coaching and Fellow Support

Staff will support each Fellow in their leadership development journey. Each Fellow will have access to a coach, professional development resources and experiences curated by Philanthropy Northwest. Fellows will be provided a list of vetted coaches they can choose from at the beginning of the program.

4 Regional and National Visibility

Staff will highlight the Momentum Fellows and the Fellowship program through our social media channels and other media outlets as appropriate. Staff will work with Fellows and host sites to provide speaking and thought leadership opportunities regionally within Philanthropy Northwest programming and nationally with the broader philanthropic sector.

5 Support of Hosts and Advisors

Staff will provide support to host institutions and Fellow advisors. This will include an onboarding session for all host institutions to lift up best practices for creating an inclusive work environment and supporting the success of their Fellow. Staff will be available for consult with Fellow supervisors and will occasionally convene the advisory group of host institutions to discuss opportunities for learning and the sharing of bright spots.

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