



Fellowship Descriptions

1. Grant Writing Fellow:

Secure funding for the World Affairs Council of Orange County by writing grant proposals and providing support materials. The grant writing fellow will also develop a diversified network of funding organizations.

Responsibilities:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants
- Maintain current records in the database and in paper files, including grant tracking and reporting

Qualifications and Skills:

- Senior in undergraduate school, recent graduate, or a graduate student
- Strong written and communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors

2. Marketing Fellow:

Nonprofit organizations rely on consistent brand identity and the creation of collateral materials that further the reach of that brand. The marketing fellow will evaluate the WACOC's current brand identity and create materials to share about our work with the general public.

Responsibilities:

- Build and manage the World Affairs Council of Orange County's social media profiles and presence, including Facebook, Instagram, LinkedIn, and Twitter
- Research activities of Council members for social media platform reporting, including drafting Facebook, Instagram, LinkedIn, and Twitter posts for publications
- Research international affairs trends and global events as needed for website and social media platforms content
- Develop a social media and website strategy for the Council, and schedule content to keep WACOC online presence up to date



- Optimize our marketing automation and lead the nurturing process through email, content, and social channels
- Create, manage, and run regular social promotions and campaigns and track key performance indicators
- Explore new ways to engage and identify new social networks to reach our target audience

Qualifications and Skills:

- Senior in undergraduate school, recent graduate, or a graduate student
- Strong written and communication skills; ability to write clearly
- Creative thinker- the ability to take initiative and think outside the box!
- Prior experience in using social media (Facebook, Instagram, etc)
- Prior experience in creating campaigns for social media
- Graphic Design skills preferred

3. Operations Fellow:

Assist the Operations Manager in data management, office management, and administrative tasks. The WACOC strives to continually improve our operational efficiency by upgrading our technology. This fellow can play an important role in suggesting possible solutions to users' problems. The operations fellow will be reporting to the Operations Manager and President & CEO.

Responsibilities:

- Assist the Operations Manager in performing data entry, clean up of existing data, and other maintenance tasks within our database. By mastering advanced data management functions within CRM services such as DonorPerfect and GiveCloud, the fellow will assist the department in keeping our records relevant and useful
- Research possible enhancements to our database, scheduling, communications, and other Council technology.
- Develop documentation for staff on how to use various business technology and assist in compiling operations procedures
- Evaluate current database and technology and identify systems that would best address Council needs
- Track membership statistics and recommend new membership benefits
- Assist WACOC Executive Board, Committee Chairs, and staff on an ad-hoc basis

Qualifications and Skills:

- Senior in undergraduate school, recent graduate, or a graduate student
- Great communication, interpersonal, and organizational skills
- Efficient in documentation and data management
- Experience with various databases for nonprofits- DonorPerfect experience preferred
- Critical thinking and problem-solving



4. Research and Development Fellow:

Research and development is critical to the success of any nonprofit organization and is particularly important for building a robust database of potential sponsors and community contacts. The research and development fellow will help develop a database of sponsors, conduct preliminary research and outreach on behalf of the WACOC President & CEO, and aid the Executive Board in its strategic planning process.

Responsibilities:

- Research potential sponsors in the Orange County community, including individuals, family foundations, corporations, and other entities.
- Develop and prepare outreach materials to be distributed at fundraising events and meetings
- Assist the President & CEO in organizing Strategic Planning meetings and support the staff in transforming the Strategic Plan into actionable goals
- Serve as a representative of WACOC and conduct initial outreach to corporate offices
- Track local events and networking opportunities that may be valuable for the President & CEO to attend
- Research non-profit planned giving programs and curate standard templates
- Participate in event preparations as needed

Qualifications and Skills:

- Senior in undergraduate school, recent graduate, or a graduate student
- Prior experience with donor management and database maintenance preferred
- Strong written and communication skills; ability to write clearly
- Strong organizational skills and ability to multitask
- Strong ability to set and follow deadlines