The Duke Endowment’s one-year Fellowship program provides hands-on experience in the philanthropic sector. Fellows develop their skills while completing a significant project and contributing in a meaningful way to the nonprofit sector. Working alongside a project lead and meeting regularly with the Fellowship supervisor, the Fellow will receive mentoring, coaching and professional development.

The Duke Endowment is committed to building a culture of learning and continuous improvement, and as a valued member of the team, the Fellow will join staff in educational training opportunities throughout the year.
The first project will focus on the Endowment’s summer literacy initiative. Launched in 2012 to help rural churches provide a summer-learning intervention, the program is showing promising results in helping early readers avoid learning loss over the school break. Long-term plans include conducting a rigorous impact evaluation and potentially replicating the model to help struggling readers in rural areas across the state.

Building on this momentum, the Fellow will continue evaluation efforts as our primary connection to the summer literacy sites. Visits to the rural communities will be expected. The Fellow will work with the Endowment’s Rural Church and Evaluation teams, along with outside consultants, to complete reports; prepare and conduct sharing sessions with grantees; and organize and lead the 2021 summer literacy planning retreats. The role offers opportunities for contributing to systems change.

For the second project, the Fellow will work with Endowment staff to analyze 2020 U.S. Census data pertaining to rural North Carolina communities. The Endowment supports rural United Methodist churches as catalysts of change in their communities and we will use this Census information to help determine if a congregation is eligible for our funding. The role offers opportunities to work collaboratively and build research and data analytics skills.
Learning & Development

The Fellow will have opportunities to increase awareness and skills in:

Nonprofits & philanthropy
- Issues challenging the Carolinas
- A better understanding of under-resourced populations in the Carolinas
- A foundation’s role in philanthropy
- A nonprofit’s/grantee’s role in a community
- The grantmaking process

Communication & interpersonal skills
- Communicating with various audiences
- Giving and receiving constructive and timely feedback

Leadership skills
- Executing a project
- Collaborating across The Duke Endowment and with partners in the field

Using data & evidence to inform decisions
- Applying evaluative thinking
- Learning and continuous improvement

General Eligibility

Applicants must demonstrate interest and experience in the social sector and nonprofit work and have a bachelor’s degree from one of The Duke Endowment’s four beneficiary schools:
- Davidson College
- Duke University
- Furman University
- Johnson C. Smith University

Desired Knowledge & Skills

- Strong interpersonal skills
- Ability to listen and synthesize information
- Good writing skills
- Ability to research public resources, integrate and analyze data
- Ability to meet deadlines and take initiative to pursue work, assist others and resolve issues

Commitment & Compensation

- One year, full time (minimum 35 hours per week), from June 8, 2020, through June 2021
- Moderate travel is required
- Salary is $45,000, plus paid vacation
- Benefits include life, medical and dental insurance and participation in the Endowment’s 401(k) plan

Contact

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Based in Charlotte and established in 1924 by industrialist and philanthropist James B. Duke, The Duke Endowment is a private foundation that strengthens communities in North Carolina and South Carolina by nurturing children, promoting health, educating minds and enriching spirits. Since its founding, it has distributed more than $3.7 billion in grants.

The Endowment shares a name with Duke University and Duke Energy, but all are separate organizations.

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dukeendowment.org