EFCT Fellowship

Position Overview
The inaugural Einhorn Family Charitable Trust Fellowship offers a unique opportunity for a dedicated, entrepreneurial, results-oriented, relationship builder who is eager to learn various aspects of a fast-paced and innovative philanthropic organization. Given the Foundation's commitment to running a lean organization, it can be expected that the Fellow's learning curve and responsibilities will develop and deepen in a relatively short time and continue to evolve over the two-year commitment.

The Fellow will be involved in programmatic, strategic and operational activities, working with all members of the EFCT team to support the Trust through a period of growth. The position will be largely opportunistic, spontaneously responding to needs identified both by the Trust and proactively by the Fellow. Ongoing activities will include research and assessment of funding opportunities, administrative support and external communications. EFCT's Fellow needs to possess a positive and resourceful nature and be comfortable with shifting priorities and ambiguity, as everyday will present new opportunities and challenges to be tackled. We expect the Fellow to be an active, involved and engaged member of the EFCT team, proactively identifying and helping to fill areas that are in need of additional support.

This position is ideal for an individual who is embarking on a career in the nonprofit or philanthropic sectors, and looking to learn the inner-workings of a specific organization and how the fields operate more broadly. The Fellowship is a full-time two-year position. Fellow will receive a competitive salary with full healthcare and benefits. In addition, there will be a $5,000 stipend available over the course of the fellowship for professional development experiences relevant to the role or the work of EFCT. Following the two-year fellowship, the EFCT team will commit to support the Fellow in seeking the next step in their career, leveraging its network of nonprofit and philanthropic organizations.

Personal and Professional Qualities
Stellar candidates should possess the following key skills and attributes:
- Familiarity with and passion for the non-profit and/or philanthropy sectors
- Ability to work through complex problems with a creative, forward-looking solutions-orientation
- Motivated self-starter who proactively takes initiative, identifying challenges and opportunities and proposes path to address
- Inquiring, curious, critical thinker
- Adaptable – comfortable with shifting priorities and ambiguity
- Work productively and proactively, both independently and as part of a team; functions well in small-team environment
- Excellent communication and writing skills with an ability to communicate confidently both within the Foundation and externally
- Positive “can-do” attitude
- Exceptional organizational skills and attention to detail
- Excellent time management skills with ability to meet strict deadlines
- High level of maturity and self-discipline
- Demonstrate sound judgment
- High level of professional etiquette including discretion regarding highly sensitive information

Qualifications / Education and Experience
- Participation in a transformative, team-based service experience required
- **Strong preference** for candidates who have had significant involvement with EFCT grantee (all grantees listed in the “Portfolio” section of [www.efct.org](http://www.efct.org))
- Bachelor’s degree required
- Proficiency in Microsoft Office; ease and comfort learning new database software
Overview – Einhorn Family Charitable Trust
The Einhorn Family Charitable Trust (EFCT) was established in 2002 by Cheryl and David Einhorn, with the mission of helping people get along better. EFCT strives to inspire a movement of empathetic citizens who, with mutual respect and understanding, build an increasingly civil society. EFCT partners with research-backed nonprofits that nurture the positive side of human nature and provide age-appropriate opportunities for people to develop the necessary skills, orientation, and behaviors - kindness, empathy, cooperation, respect - to engage positively and productively with the people and world around them.

The Trust’s grantmaking philosophy and strategy relies on research and invests in programs that have proven demonstrable results and have the ability to scale across the country. The Trust backs strong leaders and teams and works proactively and in close collaboration with each partner grantee, acting as strategic thought-partners, providing assistance and support, as well as networking across and beyond its portfolio to achieve impact.

EFCT purposefully engages a select number of partners to make large, long-term investments with a hands-on, relationship-based approach. The Trust recognizes that change will not happen overnight and works proactively and in partnership with its grantees to realize shared vision and goals.

The Trust is located in a friendly office environment located in midtown Manhattan in New York City.

EFCT Culture and Core Values:

- **Partnership:** Our grantees are our partners. We work collaboratively to advance our thinking and leverage the work.
- **Humility:** It’s not about us. We’re not the experts or practitioners. We’re here to do whatever we can to advance the work. We seek to maximize our partners’ time and resources.
- **Optimism:** We see challenges as opportunities and believe the change we seek is possible.
- **Think Big:** We’re proactive, curious, and opportunistic. We seek innovative, catalytic ideas that can be powerful and sustainable forces for change.
- **Data-Driven, Action and Results-Oriented:** We’re focused on impact and move thoughtfully and urgently to make it happen.
- **Open, Honest Communication:** We aim to clearly communicate expectations, hopes, and concerns at all times.
- **Constant Learning and Reflection:** We can always be better at what we do and how we do it, and are committed to taking the time to reflect, iterate, and continuously improve.
- **Small and Mighty:** As a lean professional team, we embrace ambiguity, step up and in when opportunities arise, and thrive on teamwork.
- **Passion and Patience:** We recognize the kind of change we seek will not happen overnight, but we’re passionate about the journey.

To Apply
To apply, all candidates must submit the following to jobs@efct.org:

- Resume
- Cover letter that responds to the following: As noted above, all candidates are expected to have had a transformative team-based service experience with strong preference for involvement with an EFCT grantee. Please share a bit about this experience and how it has informed your career trajectory and goals.
- Nomination note from a non-peer nominator endorsing your candidacy. Potential nominators include professional supervisor, professor, advisor, etc. who has worked closely enough with you that they can speak to your qualification for this position.

The deadline to apply is July 23rd, 2014.