

# Anthony & Jeanne Pritzker FAMILY FOUNDATION

## Anthony & Jeanne Pritzker Family Foundation Paid Internship

### Learning Objectives:

- Gain an understanding of philanthropy, family foundations, grant making and the nonprofit sector
- Deepen understanding of the Foundation's key focus areas including: Education, Environment, Foster Care, Medicine, and Community (includes Arts & Culture, institutions that promote Jewish values, and Athletics)
- Develop basic nonprofit administration skillset

### Scope of Work

The intern will conduct the following projects (or similar projects) during the internship:

- The opportunity to learn Wizehive, the Foundation's grantmaking database system, to enter new grant record data, create grant documents, explore and implement new system improvements, and create system reports for team leadership
- Track and record all gift receipts from grantees ensuring that they are submitted correctly and filed
- Other projects to be determined by intern's interest, skill set, and personal career goals

### Recurring Work Activities:

- Complete basic administrative duties including screening and answering inquiries, database entry, scheduling, scanning, filing, and other tasks, as needed
- Provide support for virtual and in person meetings, conferences and events, as necessary
- Support the maintenance of the organization's website and social media
- Opportunity to attend occasional events and meetings related to the mission and work of the Foundation

### Schedule:

- Four-month internship; start date ASAP
- This is a hybrid internship position with the opportunity for occasional in-office work, as deemed safe and appropriate by local health authorities and supervisor
- Expected number of hours per week: 10-15 hours during normal business hours
- Regular and predictable attendance is a requirement for this role

**Computer Skills:** Microsoft Word (strong), MS Excel (proficient), MS Outlook, (proficient), MS PowerPoint (proficient), Adobe Creative software a plus but not necessary (i.e. Photoshop, Illustrator or InDesign), database experience helpful but not necessary.

### Other Desired Skills:

- Currently enrolled in college or university (part-time and full-time students eligible)
- Interest in learning more about nonprofit and philanthropic sector
- Interest and/or experience in Foundation's primary focus areas, especially work related to child welfare system and transition age foster youth
- Strong attention to detail, good organizational skills and the ability to prioritize with changing situations
- Superior time management skills and self-review of work product
- Strong communication skills, both written and verbal
- Strong work ethic and appreciation of importance of confidentiality and discretion regarding access to sensitive information

**To Apply:** Interested applicants should submit their cover letter and resume to [recruiting@pritzkergroup.com](mailto:recruiting@pritzkergroup.com)

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