

# Case Summer Internship Position Description – Corporate and Foundation Relations

## **Position Summary**

- Position will assist the CFR team with various aspects of research related to corporate and foundation fundraising.
  - Position will conduct research on newly created foundations and assist with strategizing and developing communication to introduce foundation staff to research and initiatives conducted at Vanderbilt.
- Position will assist CFR with identifying highly fundable and new faculty researchers across campus (tenure track, new, early career) and creating a database of key terminology associated with their work for reference and potential identification for interdisciplinary teams and funding.
- Position will assist executive director in conducting a campus-wide meta-analysis of highly fundable emerging research and diversity themes occurring across campus. This will be used to create work groups to conceptualize large scale proposals for funding.
  - Position will conduct research via website and will schedule and attend exploratory meetings.
  - Position will accompany CFR staff to meetings and assist with follow-up steps in order to advance fundraising work and build relationships with key faculty.

## **Focus Areas will include**

- Diversity and Inclusion efforts of Vanderbilt
- Pipeline Initiatives to advance people of color into advance degree programs and prepare them for faculty positions
- Environmental and global responsibility efforts of Vanderbilt
- Identification of highly active researchers for the purpose of populating a database (which the intern is responsible for development and input).
- Opportunity Vanderbilt

## **Experience Needed**

- Excellent interpersonal skills (including telephone etiquette) are required
- Excellent communication skills
- Experience taking superior notes for future use
- Experience creating database platforms
- Ability to interpret data
- Ability to schedule meetings
- Experience with Excel (preferred but not required)
- DAR Advance system (will be trained)

## **Goals of Position**

- Identify all campus-wide work associated with focus areas and the researcher responsible
- Visit priority/focus areas (e.g. centers, academic units).
- Schedule and accompany (when possible) the executive director and faculty responsible for identified work
- Gain greater understanding of university priorities and mission through campus offerings, training, meetings and readings.
- Create preliminary report of focus areas, faculty lead and possible funders.