

**Position Profile: Summer Intern**

Hirsch Philanthropy Partners LLC
San Francisco, California

About Hirsch Philanthropy Partners

Hirsch Philanthropy Partners crafts enduring giving strategies with philanthropists to achieve transformative, community-centered change.

One of the first philanthropic advising firms in the U.S., we help individuals, families, and foundations create and implement visionary philanthropy portfolios. Since our founding in 1999, Hirsch has directed over \$1.5 billion to organizations, community leaders, and public sector agencies boldly solving our most pressing challenges. We are specialists in a wide range of issues, including democracy, racial and economic justice, education, health, climate change, the arts, and community development. Our deep Bay Area roots and extensive national relationships help build potent connections to ignite change.

Please visit our website to learn more: www.hirschphilanthropy.com

Position Summary

Hirsch Philanthropy Partners seeks to hire an intern for a 6-week period during Summer 2023 (starting date flexible between May-June 2023). The intern will have the opportunity to learn about philanthropy through mentorship, shadowing several Hirsch staff, and working on a wide range of team-based and self-directed projects. Through this internship you can expect to gain new skills in areas such as project management, data entry and working with databases (Salesforce), marketing and communications, and research and writing. This position presents an exciting opportunity for a candidate with education or work experience in the public, non-profit or business sector who is interested in philanthropy, nonprofits, or consulting.

Qualifications and Skills

- Curiosity and openness to learn new skills, meet new people, and contribute to a team
- Strong writing, listening and oral communication skills
- Critical thinker and eager learner
- Collegial and collaborative team player
- Interest and/or experience in nonprofits, philanthropy, or the public sector a plus

Education and Experience Requirements

- At least three years of college-level education. The ideal candidate will be entering their senior year or will be graduating in Spring 2023.
- Authorized to work in the U.S. without sponsorship.

Compensation and Benefits

- \$26.50 per hour

Application Instructions

Please email the following materials to hr@hirschphilanthropy.com. Please include "Internship Summer 2023" in the subject line. Applications will be reviewed on a rolling basis through March 1, 2023.

- Resume
- Cover letter – We're interested in hearing about what you'd like to learn through this internship
- One reference – Name and email address of someone who can speak to your academic or professional experience and qualifications

Timeline

Qualified applicants will be contacted directly to schedule an interview on a rolling basis between Dec-Mar 2023. An offer will be made no later than April 1, 2023. The internship will be for 6 weeks between May-August 2023 (flexible start depending on applicant's schedule). The position will be up to 30 hours/week, a mix of remote and in-person at 595 Market Street, San Francisco.

Commitment to Equity, Diversity & Inclusion

Hirsch Philanthropy Partners was founded on the belief that 'leveling the playing field' is central to long-term, transformational change. The term that best describes this belief today is **equity**.

We define equity as fair, just, and active inclusion that allows people of all identities to thrive and feel a sense of belonging, no matter their race, ethnicity, gender, sexual orientation, socio-economic status, ability, or other characteristic that makes each person whole and unique. Hirsch is committed to advancing equity for all by providing access to the resources, relationships, and opportunities necessary to reach one's full potential. We firmly stand against all forms of hate and strive to embody anti-racist values with an understanding that historical wrongs can impact individuals over generations in both overt and nuanced ways.

Read our full equity, diversity, and inclusion statement [here](#).

Notice regarding COVID-19 Vaccination Requirements

At Hirsch Philanthropy Partners, health and safety are the top priority for our team and the communities we serve. As part of our commitment to health and safety, Hirsch requires all employees to be up to date on vaccinations against COVID-19 as a condition of employment. New employees must provide proof of up-to-date vaccinations on their first day of work. If you are unable to be vaccinated against COVID-19 because of a sincerely held religious belief, medical condition, or disability, Hirsch will consider requests for accommodation in accordance with applicable law.

We promote diversity of thought, culture and background. We are committed to a collaborative work environment that supports, inspires, and respects all individuals and provides employees with a work environment free of discrimination and harassment. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.