



John M. Belk Impact Fellowship

The John M. Belk Endowment (JMBE) believes in the value of education as a means to personal fulfillment and community vitality. By creating pathways to and through postsecondary education for underrepresented students, JMBE is committed to helping students attain the marketable skills and training needed to gain meaningful employment and contribute to the development of a more diverse and inclusive workforce.

Fellowship Overview

The John M. Belk Impact Fellowship is a ten-month (August-May), paid program that provides hands-on experience for students currently enrolled in community college, undergraduate or graduate programs in North Carolina. Building on the success of the John M. Belk Scholarship program, and the belief that talent is universal but opportunity is not, the Fellowship will serve as a training ground for future generations of social impact leaders. To gain exposure to the inner workings of organizations playing a variety of critical roles across North Carolina's education landscape, Fellows could be placed at organizations such as nonprofits, education systems and institutions, and philanthropy.

Fellows will deepen their experience across a wide array of focus areas, build relationships with one another and with education leaders, and gain marketable skills towards future employment. Precise Fellowship responsibilities will vary depending on Fellows' interests and placement with JMBE or a partner organization.

Fellows will meet regularly with the Director of Equity Initiatives to receive mentoring, coaching, and professional development. Additionally, they will have a primary contact person at their placement organization that will serve as both a supervisor and mentor. For the 2020-21 school year, Fellows will participate in the program virtually, though occasional in-person meetings and a transition to in-person work may be possible if/when it is safe to resume.

Through full cohort meetings and/or as part of their work with placement organizations, Fellows will have opportunities to increase their knowledge of and skills across a variety of functional areas such as:

- Nonprofit programming and operations;
- Philanthropy and fundraising;
- Communications, marketing, and branding;
- Finance;
- Research, data, and evaluation;
- Curriculum and training;
- Leadership development; and
- Data-informed decision-making.

Key Dates

Applicants should note the following key 2020 dates:

- July 13 - 31, 2020: Rolling application process
- Week of August 3, 2020: Zoom interviews



- August 10, 2020: Notification of placement
- August 24, 2020: Start date
- May 2021: End date

Applicants who do not meet the eligibility criteria in the 2020 cycle, or who are unable to commit this year, should note the following key 2021 dates:

- *February 9, 2021: Application closes*
- *February 28 (make-up date March 4), 2021: Phone interviews*
- *March 16 (make-up date March 18), 2021: Zoom interviews*
- *Early April: Notifications*
- *August 2021: Start date*
- *May 2022: End date*

Commitment & Compensation

- Ten-month commitment, beginning August 25, 2020, through May 2021.
 - Students pursuing an associate or bachelor's degree should be able to commit at least 8 hours a week.
 - Students pursuing a master's degree should be able to commit at least 15 hours a week.
 - Additional hours can be worked above the minimums listed above up to but not to exceed 29 hours per week.
- \$15.00 per hour

Responsibilities

Exact responsibilities will be dependent on final organizational placement. Fellows should expect to participate in any of the following activities:

- Researching specific topics and policy issues to inform the development of materials and activities;
- Analyzing legislation, reports, and other documents and creating summaries and recommendations;
- Gathering and tracking qualitative and quantitative data;
- Preparing briefing documents and other supporting materials for meetings;
- Developing and/or maintaining the social media presence of partner organizations;
- Providing support at on-site or virtual events as needed; and
- Other duties as assigned.

Qualifications

Fellows will likely possess many, although perhaps not all, of the following characteristics and qualifications. Many excellent candidates will not feel like they can check every box on this list. JMBE and our partners encourage you to apply for this opportunity if it speaks to your passions and interests.

- ✓ Dedication to providing high-quality educational opportunities to all North Carolinians;
- ✓ Demonstrated research skills and comfort accessing information online, via phone outreach, and at libraries and media centers;



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ELEVATE THROUGH EDUCATION

- ✓ Familiarity with and interest in education policy, particularly related to increasing access to and completion of education beyond high school and strengthening the connections between education and the workforce;
- ✓ Ability to synthesize information and present findings or recommendations to stakeholders;
- ✓ Excellent interpersonal, verbal, and written communication skills;
- ✓ Proficiency in Microsoft Word, Excel, and PowerPoint or Google Suite equivalent;
- ✓ Experience with Tableau and statistical software a plus;
- ✓ Ability to prioritize, multi-task, and maintain attention to detail with competing priorities;
- ✓ Ability to work both independently and as part of a team; and
- ✓ Resourcefulness, curiosity, good judgment, and a willingness to proactively communicate and ask questions.
- ✓ Current enrollment in an accredited, degree-granting program (associate, bachelor's, or master's) at a 2- or 4-year college or university in North Carolina is required.

*** Students of all ages and backgrounds are encouraged to apply, especially those who identify as people of color, members of the LGBTQ community, first-generation college students, and/or low-income students.*

To Apply

[Applicants should submit the following materials via this online form:](#)

- Current resume listing extracurricular activities, honors, employment, community service, and any special skills;
- Cover letter, no more than 1 page in length;
- Unofficial transcripts from each undergraduate/graduate institution attended;
- Writing sample (no more than 3 pages; sections from a longer paper can be submitted); and
- Two letters of recommendation, preferably from professors and/or former employers. [These must be submitted by the application deadline via this separate online recommendation form.](#)

Questions?

Interested candidates with questions about the Fellowship should feel free to reach out to Meredith Dixon at mdixon@hunt-institute.org for more information.