



## **Internship and Belk Impact Fellows Program Manager**

### [Job Description](#)

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education. Since its establishment in 2001, the organization has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to drive education reform. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute's primary audience consists of governors, legislators, and other elected and state-level policymakers.

### **Position**

The Internship and Belk Impact Fellows Program Manager (IBPM) will support the John M. Belk Impact Fellowship program by ensuring that current college and graduate students from accredited institutions gain skills and experiences through paid internships with John M. Belk Endowment grantees and partners. The IBPM will provide similar support for Hunt Institute interns chosen to support The Institute directly during three seasonal rotations each year. Specifically, the IBPM will oversee both programs which will include interacting with participants as a mentor, facilitator, and advocate, participating in building a positive educational environment between the participants and organizations they are placed with.

The Internship and Belk Impact Fellows Program Manager will report directly to the Director of Equity Initiatives and be based out of the Cary, NC office.

### **Responsibilities**

#### **John M. Belk Impact Fellows Program (JMBIF)**

- In a collaborative environment, the Program Manager will provide support to The Hunt Institute and John M. Belk Endowment (JMBE) team members, JMBE grantees, post-secondary institutions, and identified partner organizations to recruit, select, place and support Fellows at The Hunt Institute, JMBE, and in partner organizations across North Carolina.
- Cultivate and sustain a trusting and nurturing educational environment for Fellows and partner organizations.
- Establish processes that create high quality protocols to support a strong Fellowship program, evaluating established processes regularly for potential weaknesses and/or opportunities.
- Develop methods to offer training, preparation, and oversight to support successful experiences for Fellows.
- Support the diverse students of today, providing support to JMBE, The Hunt Institute, and partner organizations as they design internal protocols and structures to support opportunities for the diverse employees of tomorrow.
- Develop and implement the recruitment process, curriculum, and resources used to support the annual Fellowship program.

- Schedule meetings and conduct site visits to meet with university/college career counselors, building impactful relationships to support JMBE, The Hunt Institute, and partner organizations' recruitment strategies for underrepresented groups.
- Prepare and deliver effective presentations to connect with and educate potential partners on the opportunity of participating in the Fellowship program.
- Maintain data on all Fellows ensuring complete and accurate reporting to track individuals from placement through post-JMBIF experience.
- Work alongside Fellows and partner organizations to identify and resolve issues and opportunities in Fellows' performance as appropriate.
- Support the ongoing development of The Hunt Institute's internship program.
- Collaborate with Director of Finance (DFO) on all operational aspects of the program, including candidate identification, screening, hiring, onboarding, and monthly payroll requirements.
- Other duties as assigned.

### **The Hunt Institute Internship Program**

- In a collaborative environment, the Program Manager will provide support to The Hunt Institute and interns chosen to work in various teams across The Institute.
- Cultivate and sustain a trusting and nurturing educational environment for interns.
- Establish processes that create high quality protocols to support a strong internship program, evaluating established processes regularly for potential weaknesses and/or opportunities.
- Develop methods to offer training, preparation, and oversight to support successful experiences for interns.
- Support the diverse students of today, providing support to The Hunt Institute in designing internal protocols and structures to support opportunities for the diverse employees of tomorrow.
- Develop and implement the curriculum and resources used to support the annual internship program.
- Schedule meetings and conduct site visits to meet with university/college career counselors, building impactful relationships to support The Hunt Institute's recruitment strategies for underrepresented groups.

### **Qualifications**

- Commitment to the mission and vision of The Hunt Institute, alongside a passion to support first-generation college-going, low-income, and/or underrepresented students who enter and complete college.
- Passion for investing in the growth of colleagues; able to motivate and rally support in service of organizational mission and goals.
- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
- Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.
- BA/BS degree with a minimum of two to three years' experience in recruitment management, human resources, program development, career services, and/or college student personnel/student affairs. This position would also be suitable for a graduate student in Master or Doctoral program in the Raleigh/Durham area.
- Ability to travel (anticipated between 15-20%).

### **Ideal candidates will also demonstrate:**

- Knowledge of state and national P-16 education policy.
- Resourcefulness and good judgment.

- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Constant seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to The Hunt Institute’s mission, vision, financial stability, and success.

**Equal Employment Opportunity**

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation.

To apply: Please submit cover letter, along with a résumé or CV, and a writing sample (no more than five pages; sections from a longer paper can be submitted) to [applicant@hunt-institute.org](mailto:applicant@hunt-institute.org) with the subject line “Last Name – IBPM.” No phone calls, please.