



POSITION: Lyda Hill Philanthropies Intern

LOCATION: Remote

REPORTS TO: Associate

ORGANIZATION OVERVIEW:

Lyda Hill Philanthropies® encompasses the charitable giving for founder Lyda Hill and includes her foundation and personal philanthropy. Lyda Hill Philanthropies is committed to funding transformational advances in science and nature, empowering nonprofit organizations, and to improving the Texas and Colorado communities. Because Miss Hill has a fervent belief that “science is the answer” to many of life’s most challenging issues, she has chosen to donate the entirety of her estate to philanthropy and scientific research.

LH Capital, Inc. serves as the investment arm of Lyda Hill’s family office, as well as the administrative support for Lyda Hill Philanthropies philanthropic endeavors. Together, LH Capital, Inc. and Lyda Hill Philanthropies aim to invest in transformational initiatives that have the potential to impact some of the today’s most pressing challenges, such as food safety and security, water conservation, urban green spaces, medical research, public health, and related efforts. For more information, visit:

<http://www.lydahillphilanthropies.org>.

THE IF/THEN® INITIATIVE:

IF/THEN® is part of Lyda Hill Philanthropies’ commitment to fund game-changing advances in science and nature. The IF/THEN initiative seeks to further advance women in STEM by empowering current innovators and inspiring the next generation of pioneers. Rooted in a firm belief that there is no better time to highlight positive and successful female professional role models, IF/THEN is designed to activate a culture shift among young girls to open their eyes to STEM careers by: (1) funding and elevating women in STEM as role models, (2) convening cross-sector partners in entertainment, fashion, sports, business and academia to illuminate the importance of STEM everywhere, and (3) inspiring girls with better portrayals of women in STEM through media and learning experiences to pique their interest in STEM careers. For more information, visit: www.ifthenshecan.org.

POSITION DESCRIPTION:

We are looking for an individual who can serve as a summer intern for the course of 8 weeks between June-August working full workdays to support the organization across the portfolio, including its IF/THEN initiative. This position requires a passionate, detail-oriented, self-motivated person who can provide creative, analytical, and administrative support to the organization. The role will report to an Associate on the Lyda Hill Philanthropies team and be responsible for providing support services across the portfolio of grants, which might include:

- Read and evaluate grantee reports detailing gifts given by Lyda Hill Philanthropies in the categories of Science, Nature, Community, and Nonprofit Empowerment.



- Perform analyses of impact of past grants and support monitoring of active grants, which includes regularly monitoring and maintaining the grants database, and updating content and contacts.
- Assist in creating project analyses and create presentation decks in collaboration with the Associate to present to leadership.
- Own a research project throughout the course of the internship with a final presentation to senior leadership.
- Perform due diligence for meetings with local and national organizations and individuals who are leaders in philanthropy.
- Participate in and occasionally support scheduling of calls and meetings with grantees and partners, as well as document meeting notes and follow-up activities in Salesforce (examples of grantees and partners could include Conservation International, National Girls Collaborative Project, Girls Who Code, The Nature Conservancy).

QUALIFICATIONS & EXPERIENCE NEEDED:

- Currently pursuing or completed bachelor's degree required
- Previous work/internship experience, specifically in a nonprofit or corporate setting, is a plus
- Excellent attention to detail, strong organizational and project management skills
- Ability to work effectively both individually and collaboratively as part of a team that values passion and resourcefulness
- Exceptional judgment and ability to diplomatically manage sensitive materials and situations; must possess a high level of integrity, trust, and accountability
- Excellent interpersonal, verbal, and written communication skills
- Excellent computer skills, including Microsoft Outlook, Excel, Word, PowerPoint, and familiarity with various design software platforms
- Ability to manage multiple concurrent projects and tasks
- Knowledge of social media platforms including Instagram, Twitter, Facebook and LinkedIn

TO APPLY:

Interested candidates should submit a resume via e-mail to jobs@lhholdings.net

LH Capital, Inc. is an *Equal Opportunity Employer*