

The Heinz Endowments
Community Partnership Fellowship Program
2026 Launch

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

Table of Contents

FELLOWSHIP DESCRIPTION AND PURPOSE..... 3

 GUIDING PRIORITIES 3

 KEY OUTCOMES 4

FELLOWSHIP FRAMEWORK..... 5

 PROGRAM OVERVIEW 5

 ELIGIBILITY 5

 PROGRAM COMPONENTS 5

 POSITION ACCOUNTABILITIES 6

 FELLOWSHIP STRUCTURE & REPORTING 8

Fellowship Description and Purpose

The Heinz Endowments (THE) Community Partnership Fellowship program is a full-time, two-year experience that encourages diverse perspectives, creative thinking, and leadership development. The aim of the fellowship is to expose promising professionals to key aspects of philanthropy, including grant development, grantee communications/relations and research and analysis. During the experience, fellows engage with nonprofit organizations, public sector leaders, The Endowments' grantees, national and local research experts, and philanthropists.

A Fellow receives mentorship, leadership development opportunities and exposure to all aspects of The Endowments' grantmaking process including grantee convening, grant reviews, board engagement and preparation, strategy development, team engagement, research and reporting.

Learning, mentorship, relationship cultivation, leadership skill development, research and increasing equitable access to philanthropy are core elements of the fellowship program. Over two years, the fellow learns about the key pillars of philanthropic leadership through active participation and deep practical application. Although the fellowship will focus on THE's Community Partnership initiatives, exposure to different strategic areas and discipline will be included.

Guiding Priorities

The following priorities guided the fellowship engagement and supported the goal setting throughout the fellowship experience:

- **Strategy Advancement** – Establish a dedicated role to support the advancement of the Community Partnership initiative and operationalization of the framework to improve collaboration, priority alignment and data-driven grantmaking decisions. Grantmaking priorities will focus on capacity building, sponsorship, community response and special opportunities that emerge over time.
- **Team Engagement** – Engage consistently with internal staff to set priorities and achieve cross-programmatic alignment for goals related to the theory of change.
- **Relationship Cultivation** – In service of strengthening collaborative relationships, create an opportunity for The Endowments to establish deeper connections to key stakeholders within the community, other philanthropic organizations and leading experts across sectors related to all strategic areas.
- **Research and Innovation** – Foster an environment to shift grantmaking practices, promote more equitable access to resources for communities, deepen relationships with key leaders and better inform strategy for the Endowments' staff.

Key Outcomes

The fellowship model was designed to strengthen the program’s existing grantmaking initiatives, deepen relationships with grantees across The Endowments’ portfolio, and promote cross-program collaboration. A central focus was operationalizing the established framework to align grantmaking priorities and better meet the needs of organizations driving transformational community outcomes. Key elements of this approach include:

1. **Prioritize Mentorship** – To support a fellow’s success, consistent mentorship and guidance from the program team are essential. The fellow should have a dedicated staff mentor who provides supervision and coaching throughout the experience. The mentor–fellow relationship should be grounded in trust, transparency, and a shared vision for the engagement. This includes regular check-ins, opportunities to attend meetings and events together, strategic introductions, insight into internal operations, and access to key grantmaking resources.
2. **Promote Accessibility** – Creating opportunities for promising professionals to work within The Endowments advances equity and helps diversify talent pipelines in philanthropy. The fellowship should provide meaningful access to local and national experts, research organizations, and consultants, as well as staff-level access to internal tools and resources. This access strengthens relationships with peer leaders, supports learning and knowledge-building, and equips the fellow to contribute to strategy development. It also enables intentional networking and clearer pathways to career advancement in the philanthropic sector.
3. **Focus on Innovation** – The fellowship model is intended to encourage creative thinking and bring new approaches to The Endowments’ work. Fellows should be supported to build connections with researchers, interview philanthropic leaders, participate in relevant conferences and convenings, engage in grantee meetings with program staff, and offer recommendations to strengthen grantmaking and grantee engagement. While goals and priorities are established early, the fellowship should allow flexibility to apply new learning over time. Creating a supportive, “brave” space for experimentation is critical—and the mentor plays an important role in helping the fellow design and test an innovative pilot or solution during the experience.

Fellowship Framework

Program Overview

The Heinz Endowments Community Partnership Fellowship program is for senior management professionals or recent graduates with a masters-level or Ph.D. in public policy, government, social work, philanthropic studies, public health, early childhood, education, or related field of study. The program aims to identify professionals who will benefit from learning about and networking within the philanthropic sector. The fellowship is a two-year, full-time commitment as a paid employee.

Eligibility

To be eligible to participate, you must meet the following criteria:

- Two or more years nonprofit management, government, consulting or program design experience
- Master's degree, Ph.D., or equivalent experience
- Experience with grants management preferred
- Exposure to community organizing, partnership management, or collaborative practices preferred
- Demonstrated desire to work long-term in public service or the nonprofit sector
- Excellent critical thinking and writing skills; strong project management acumen
- Demonstrated leadership in civic and/or professional life
- Demonstrated commitment to work with equity principles
- Sufficient computer competency to carry out assigned work are essential
- Experience with data management systems, data analysis and/or evaluation, a plus

Program Components

The Fellowship experience will be tailored to The Endowments' needs and, to some extent, to the Fellow's interests and will include a wide range of substantive assignments including analyzing grant proposals, organizing, and conducting site visits and research related to the Foundation's grantmaking interests. The following components will be a part of the Fellowship experience:

- **Mentorship** – Throughout your Fellowship experience, you will have the opportunity to work closely with a member of The Heinz Endowments' Program Team receiving ongoing coaching and mentorships to help you deepen your understanding of philanthropy and grantmaking. Fellows will be paired with and will receive mentoring from an employee within Heinz. They can expect the following:
 - Regular check-ins (bi-weekly)
 - Opportunities to attend stakeholder meetings with mentor
 - Guidance on culminating project

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

- Access to leading researchers and national experts affiliated with THE and other leading philanthropic organizations
- Invitations to conferences and networking opportunities
- Introductions to key leaders affiliated with the grantee portfolio (nonprofit and public sector leaders)
- **Leadership Development** – Fellows will have access to leadership development experiences including access to conferences, research organizations, and leading experts relevant to the strategic area you are selected to support.
- **Networking** – Fellows are offered introductions, access to leading research organizations, public sector leaders, policymakers and philanthropic leadership. This may include but not limited to engagement with the support of your mentor to one-on-one interviews, collaborative meetings, and other networking events.
- **Research and Project Design** – The promotion of innovation is a key component of the fellowship. During the two-year experience, fellows will research best practices driving change in philanthropy and have the chance to design an innovative pilot program or approach with the goal to advance transformative practices inside The Heinz Endowments.

Position Accountabilities

In addition to the learning objectives above, the fellow will carry the full responsibilities of the Program Associate role within the Equity & Community Partnership portfolio, reporting to the Vice President of Equity & Community Partnership. The following accountabilities reflect the scope of work the fellow will own and execute across the two-year engagement.

1. Organizational Effectiveness: Grant Management

- Oversee and manage the full grant lifecycle, from application review to final reporting, ensuring compliance with foundation guidelines under supervision of the VP, Equity & Community Partnership.
- Assist with reviewing grant proposals and preparing reports upon grant completion, applying independent judgment within defined procedures.
- Monitor the progress and quality of interim and final reports, working with grantees to ensure timely submission and addressing concerns in coordination with applicable Program Officers.
- Conduct impact analysis and quality assessments to gauge the effectiveness of grants as assigned.
- Maintain accurate records in grant management and data systems; assist in tracking and reporting on grants and program metrics in compliance with data integrity standards.
- Maintain working knowledge of internal due diligence requirements, compliance protocols, and GMS standards, serving as a point of contact between program staff and Grants Administration on operational procedures.

2. Research, Policy Analysis, and Data Analysis

- Conduct research on community indicators, emerging trends, and potential grantmaking opportunities aligned with Equity & Community Partnership priorities.
- Perform policy research and analysis to inform grantmaking strategies and identify advocacy opportunities relevant to the foundation's focus areas.
- Analyze data related to grant outcomes and broader program impact, contributing to foundation learning and strategy refinement.
- Research and share best practices and relevant public research to support program decision-making and the advancement of equitable grantmaking practices.

3. Grantee Relations, Stakeholder Engagement & Philanthropic Practice

- Serve as a knowledgeable point of contact for grantees on administrative matters, managing inquiries, guiding them through the grant process, and assisting with pre-grant information requests; may represent the foundation to grantees as appropriate.
- Build and maintain positive, trust-based relationships with grantees, community stakeholders, and other foundation partners.
- Work in cooperation with other program areas to develop integrated grantmaking activities where applicable, and participate in organization-wide strategic planning processes.
- Develop an understanding of the philanthropic community and forge working partnerships with peer foundations to achieve strategic equity objectives.
- Appropriately represent the Endowments within the communities the foundation seeks to serve, demonstrating cultural humility and a commitment to equity-centered engagement.

4. Reporting and Presentation

- Develop clear and compelling reports and presentations that summarize grant outcomes, community impact, and portfolio insights for internal and external audiences.
- Utilize technology and CRM systems to track and document interactions, grant milestones, and key metrics in alignment with data integrity standards.
- Draft, edit, and proofread documents, reports, and presentations for clarity and accuracy; support program staff in preparing written materials related to the portfolio.
- Prepare and organize grant meeting materials, accurately document grant decisions, and track grantee reporting and follow-up; collaborate with Grants Administration to ensure consistency in communication.
- Provide project-based support for board-related meeting materials, presentations, and analysis as needed.

5. Administrative and Project Support

- Manage project timelines and prioritize tasks to meet deadlines for assigned deliverables; implement assigned projects independently with regular guidance from the VP, Equity & Community Partnership.
- Support special projects and program initiatives as needed, contributing to the overall efficiency and effectiveness of the Equity & Community Partnership portfolio operations.
- Utilize foundation grantmaking and information systems in compliance with policies and adhere to standards of data integrity across all portfolio work.

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

- Protect the organization’s confidential information through appropriate handling and archiving of sensitive information and documents.
- Other duties as assigned by the VP, Equity & Community Partnership.

Fellowship Structure & Reporting

- **Employment Type:** Full-time, two-year employment (Exempt, Regular, Full Time)
- **Reports To:** Vice President, Equity & Community Partnership
- **Portfolio:** Equity & Community Partnership
- **Mentorship:** The fellow will receive dedicated mentorship from the VP, Equity & Community Partnership, including bi-weekly check-ins, access to stakeholder meetings, introductions to key community and philanthropic leaders, and coaching on the culminating fellowship project.

This fellowship represents a significant investment by The Heinz Endowments in the next generation of equity-focused philanthropic leaders. The fellow will leave this experience with deep practical knowledge of grantmaking operations, authentic relationships across the regional and national philanthropic community, and a track record of meaningful contributions to equity-centered work in the Pittsburgh region and beyond.