2017 AGAG Conference Fellows
Call for Applications

Important Deadlines

February 10	**Application Due (incomplete application not accepted)**
February 24	**Fellows Selected will be notified via email**
March 13	**Orientation Video Call – 1:00 – 2:00 pm EST**

The Africa Grantmakers' Affinity Group (AGAG) is a network for funders. Our mission is to promote robust, effective and responsive philanthropy to benefit African communities.

Each year AGAG organizes a meeting on issues and topics relevant to philanthropy targeting African communities. The 2017 conference, "Africa Philanthropy in the 21st Century: Achieving Impact Through Building Community" will be held March 28- 29, 2017 at the Newman Conference Center at Baruch College in New York City.

For more information on our activities and the 2017 Conference please visit our website at www.africagrantmakers.org.

AGAG is committed to providing professional development opportunities to encourage interest in philanthropy and in Africa. Each year AGAG invites applications for two to four Conference Fellows who work as part of the conference team.

Fellows provide administrative and logistical support for the conference and receive the opportunity to meet professionals working in philanthropy and to deepen their understanding of issues and trends.

Please note that AGAG has a strict no- solicitation policy for all our activities. Fellows must refrain from fundraising or soliciting funding during and after the conference.

Who can apply?

- Graduate students enrolled in academic programs related to philanthropy and/or Africa
- Junior grantmaking program staff of funding organizations (fundraising staff are not eligible)

Applicants from AGAG member funding institutions will be given priority consideration. Members who have already registered for the 2017 Conference are not eligible to apply. Previous fellows are not eligible to apply

This is a non-paying position. Fellows are responsible for their transportation and lodging costs. The registration fee will be waived. Meals provided include light breakfast and lunch on March 28 and 29 and dinner on March 29.

Time Commitment

- Fellows must participate in one-hour orientation video call on March 13 from 1-2 pm EST.
- Fellows must be available from 8:00 am – 8:30 pm on Tuesday, March 28 for the conference and the Opening Reception and Dinner
- Fellows must be available from 8:00 am – 6:00 pm on Wednesday, March 29 for the conference.

Duties

Fellows will perform a range of duties to ensure the smooth running of the Conference including but not limited to: greeting and assisting participants, taking notes, monitoring sessions, room setup/breakdown, handling registration, and distributing materials.

Appropriate business attire is required.

Skills

- Excellent written and oral communications including command of English language
- Proficiency in using a computer (Word and PowerPoint)
- Strong interpersonal skills, a pleasant attitude and good work ethic
- Willing and able to handle the range of tasks assigned
- Interest in Africa and in philanthropy
- Ability to be on time, take instruction and follow through

How to Apply

Please submit the completed Fellow Application information via email to agag2017conference @agag.org with the "2017 Conference Fellow" in the subject line by February 10, 2017. Only finalists will be contacted.

2017 AGAG Conference Fellow Application

How to Apply
Please submit the following information via email to agag2017conference @agag.org with the "2017 Conference Fellow" in the subject line. Deadline for submission is February 10, 2017. In addition to the information requested below non-student professionals and students must submit the statement of interest.

For Non-Students Professionals - Please provide the following information. For a work reference, your supervisor or manager is preferable.
Name
Title
Telephone
Email
Organization
Organization website
Years working in philanthropy
Work Reference
Name
Title
Telephone
Email:

For Students
Name
Telephone
Email
Academic Institution
Academic Program/Major
Anticipated Graduation
Academic or Work Reference
Name
Title
Department/Organization
Telephone
Email

Statement of Interest
Please describe how your experience as a Conference Fellow will enhance your professional and/or academic interests. ***Limit 600 words.*** *Please include any relevant experience or special skills that would be useful such as language or computer skills. Please note that grammar and punctuation matter*