



Job Position: Project Coordinator Intern, Development

About the Xelay Foundation

Xelay Acumen, Inc is a leading strategy and management consulting firm serving primarily biotechnology, pharmaceutical, and health care provider clients.

The Xelay Foundation is the independent 501c non-profit corporate foundation arm of Xelay Acumen founded in October 2015 to:

1. Focus our ongoing internal commitment, investment, and programs in social responsibility,
2. Broaden our outreach and breadth of involvement in our local communities, and
3. Dedicate resources to advancing our operations, finances, and relationships

Xelay Acumen's mission has always been to deliver extraordinary results through the development of high potential team members. In line with Xelay Acumen's core values, addressing Challenging Issues and pursuing Engagements That Matter enables us as an organization to create significant step changes in people's lives and society. The social responsibility to contribute back has always been the driving force behind each of Xelay Acumen's engagements and the creation of Xelay Foundation allows us to expand on our ability to positively contribute to society.

For more information, visit: www.xelayacumen.com/foundation or find us on LinkedIn and Facebook.

Responsibilities

The Project Coordinator Intern role is a full-time position (with potential to become permanent staff for stellar candidates) to support, advise on, and implement the coordination and administration of all aspects of the corporate foundation activities, including strategic planning, organizing activities, and program development.

Responsibilities include:

1. **Operations:** Managing the organizational infrastructure relating to finance, legal, newsletter communications, and other internal processes
2. **Programs:** Management of foundation programs
 - **Volunteer** – Organize fun, educational and engaging volunteer opportunities for our team every other month
 - **Consulting** – Identify local organizations to provide pro-bono consulting projects for and serve as project manager for consulting projects
 - **Match** – Encourage team members to utilize match program and match employee contributions 1:1 ratio for qualifying contributions to nonprofit organizations
 - **Grant** – Coordinate grant award process and identify organizations to provide financial support to

- **Pooled** – Encourage team to contribute donations into a pooled fund to distribute to nonprofits
3. **Networking:** Cultivate and identify potential partnerships with local philanthropic organizations in the Bay Area

Desired Qualifications

- Non-Profit or Foundation work experience preferred
- Interest in bringing resources to community led/grassroots organizations and developing inclusive grant-making processes
- Strong desire and openness to learning and trying unconventional approaches
- Excellent written and verbal communication skills
- Ability to work well in teams
- Relocation to the SF-Bay area

Time Requirements: Full-Time

Compensation: Hourly during internship period, monthly salary if hired for full-time position

Interested parties should apply via <https://www.surveymonkey.com/r/XelayAcumenJobs>