



## **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 501(c)(3) 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. Xelay Acumen's core values, addressing Challenging Issues, pursuing Engagements That Matter, and driving to Develop Our People enables us as an organization to create significant step changes in individual lives and in 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. The value of Develop Our People also makes every position at Xelay Acumen an opportunity for individuals to gain and practice invaluable professional skills and behaviors to reach personal goals of high performance and excellence.

For more information, visit: [www.xelayacumen.com/foundation](http://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, 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:** Manage the organizational infrastructure relating to finance, legal, newsletter communications, and other internal processes
2. **Programs:** Manage 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 those consulting projects

- **Match** – Encourage team members to utilize match program, and match employee contributions in a 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
  4. **Professional Development:** Develop and practice professional mindsets and behaviors that will expedite work efficiency and leadership. Required attendance in developmental programs include:
    - **Onboarding** – Develop professional mindsets and behaviors through hands-on training
    - **Intern Rotations** – Work with different teams within Xelay Acumen to cultivate professional mindsets into practiced skills
    - **Offsite Training** – Attend corporate offsite training events to enrich understanding and application of professional skills and develop them into behaviors

**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

**To Apply:** Send resume to [Jobs@XelayAcumen.com](mailto:Jobs@XelayAcumen.com)