

# CLEVELAND Foundation

## Strategy Execution Fellow

**Position:** Temporary, Full-time, Non-exempt

**Department:** Strategic Execution Committee

**Reports to:** Strategic Execution Committee Chair

**Supervises:** N/A

**Date Revised:** January 2024

---

### Summary:

The Cleveland Foundation's vision is a vibrant Northeast Ohio where no Clevelander is left behind by catalyzing the development and prosperity of the community, achieving a fulfilling and equitable life for all residents.

The Cleveland Foundation is seeking a Strategic Execution Fellow interested in organizational strategy in the non-profit sector. The fellow will support the project leaders on the Strategic Execution Committee in implementing the Cleveland Foundation's strategy across the organization.

### Responsibilities and Expected Outcomes:

- Collaborate with key staff and/or consultants on the research, development, implementation, and evaluation of strategic initiatives.
- Work with staff and Greater Cleveland community partners to identify cross-cutting issues, align strategies, facilitate convenings, and invest resources, including funding, in the areas of greatest impact.
- Increase awareness and utilization of a full range of tools that further progress toward enterprise-wide goals.
- Support the development of a policy agenda that furthers the region's economic mobility and vitality and corresponds with an advocacy agenda shared with partner organizations.
- Further the adoption of an internal culture of innovation through support for the research, development, and launch of new ideas, products, and services.
- Help to develop and implement a talent management program and seeks ongoing ways to engage staff in the evolving work of the foundation.
- Apply analytical processes to the evaluation and continuous measurement of the foundation's social and economic value creation, relating metrics to the organization's work streams and mission.
- Remain abreast of best practices, sector trends, and policy implications shaping philanthropy and "the community foundation of the future." Capture, research, analyze, and disseminate information to offer new insights and/or promote a deeper sense of awareness of issues.

**Anticipated learning objectives to be accomplished through the Strategy Execution Fellowship experience include an increased understanding of:**

*This would be a dynamic, career-building experience for a recent graduate student. Staff across the enterprise is committed to providing an exceptional leadership and professional development experience with the expectation that a Strategy Execution Fellow could acquire a stronger awareness and understanding of:*

- *The entire enterprise of the Cleveland Foundation – past, present, and future*
- *Strategic planning and implementation*
- *Data analysis and systems evaluation*
- *Public policy and advocacy*
- *The Foundation’s strategic partners, grantmaking, and impact*

**Essential Qualifications, Credentials, and Technical Skills Required:**

The Strategy Execution Fellow role is designed to expose and challenge recent graduate students interested in pursuing a career in business, philanthropy, organizational change management, data analytics, public policy, community and economic development, human resources management, or a related field. Fellows will be hired as full-time Cleveland Foundation employees for 12 to 18 months through June/December 2025.

Regardless of strategic initiative area(s), all Strategy Execution Fellows will need:

- Strong research and analytical skills (informational and programmatic) and the ability to make sound data-driven recommendations, attending to both near- and long-term outcomes.
- Strong planning and organizational skills with the ability to operate in a fast-paced environment and prioritize work to meet deadlines consistently.
- An aptitude for building and maintaining relationships with a variety of stakeholders and coalitions.
- Experience collaborating as part of a multidisciplinary team and working effectively with persons and communities from diverse cultural, social, and ethnic backgrounds.
- A willingness to iterate, reflect, and continually seek avenues for alignment across internal projects and with external initiatives that could lead to greater collective impact.
- Show effectiveness in written and oral communication, including the ability to present complex issues to various audiences.
- A demonstrated passion for and commitment to diversity, equity, and inclusion across all work areas.
- Comfortable with the extensive use of technology, proficient with MS Office.
- Familiarity with Greater Cleveland and an interest in philanthropy.

**OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:**

The Cleveland Foundation exists to enhance the quality of life for all citizens of Greater Cleveland. The ability to carry out our mission and to foster our commitment to diversity, equity and inclusion can best be pursued if our workforce, grantees, donors, partners, and governing body are inclusive of individuals of diverse backgrounds, beliefs, and perspectives.

We believe that diversity encompasses, but is not limited to, age, color, education, ethnicity, family or marital status, gender, gender identity or expression, language, national origin, physical and mental abilities or characteristics, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and/or other characteristics that make an individual unique. The Cleveland Foundation is committed to equal employment opportunities for all.

**PAY AND BENEFITS:**

The Cleveland Foundation makes pay equity and competitive pay rates a priority for individuals across all positions. This position pays an estimated annual salary of \$53,000-55,000. The foundation offers an exceptional benefits package including medical, dental, vision, identity theft, and life and disability coverage, a comprehensive wellness program, an employee assistance program, a fully vested 403(b) retirement plan, ten paid holidays, and for exempt positions, 15 days of vacation and 12 sick days, prorated the first year of service based on date of hire.

Strategy Execution Fellows could also have access to relocation assistance and reimbursement (if eligible) and professional development opportunities such as attendance at local events and City Club forums, participation in a relevant conference, and “lunch and learns” with local leaders, and networking with other Cleveland Foundation fellows/interns/alumni.

**TO APPLY:**

If you are interested in applying for this position, [please click this link to submit your resume and cover letter as soon as possible](#). This posting will remain active until the positions are filled. **We regret that we cannot respond personally to each applicant.**

Note: Our flexible workplace policy provides one day of remote work per week.