



### **Foundation Overview:**

Guided by the belief that all lives have equal value, the Bill and Melinda Gates Foundation pride ourselves in being 'impatient optimists' whose purpose is to work to reduce inequity. Our vision is to ensure a world where every person has the opportunity to live a healthy, productive life. We have four missions to:

- Ensure more children and young people survive and thrive;
- Empower the poorest, especially women and girls, to transform their lives;
- Combat infectious diseases that particularly affect the poorest; and
- Inspire people to take action to change the world.

Key to enabling these missions is our commitment to science and innovation, collaboration and partnership, measurement and rigor, as well as optimism and risk taking. Based in Seattle, the foundation has a worldwide staff of 1,500 people and is led by CEO Sue Desmond-Hellmann and co-chair William H. Gates Sr., under the direction of Bill and Melinda Gates and Warren Buffett. We have offices in the United States, Europe, India, China and Africa.

### **Group Summary:**

Interns work across the foundation and make significant contributions in Global Health, Global Development, Global Policy & Advocacy, US Program, Operations and Finance. Working closely with their managers and teams, interns support the management of existing grants, shaping and processing of new grants and grantee reports, and other research and analysis activities in support of the team's strategy, goals and objectives. As a group, interns are also offered career and personal development opportunities, including engaging with executive leadership from across the foundation.

### **Position Summary and Responsibilities:**

Interns will be assigned to work on specific teams or projects for a fixed duration.

- Assist with the management of a portfolio of grants including: support grantees through managing monitoring and evaluation components, manage internal processes, portfolio progress, documentation, budget information and reporting.
- Facilitate, coordinate and manage a range of projects and activities related to evaluating, developing, preparing, and monitoring specific grants, and/or other team activities.
- Provide ongoing research, background information, and analytical support for program management including: drafting new proposals, scheduling meetings, writing briefs, conducting literature reviews, and analyzing data.
- Participate in meetings, coordinate programmatic input and write and review briefs to prepare Foundation Leadership for high-profile events.
- Undertake and manage special projects as needed.
- This role is responsible for high quality interactions and clear and consistent communications within the foundation and with grantees and partners in the field.

### **Examples of past internship projects:**

#### **Vaccine Delivery Internship:**

- Created interactive transition dashboards for 42 countries phasing out of GAVI support. Developed and applied "risk rating" criteria to transition countries to project financial sustainability
- Used statistical analysis to analyze 15 years of WHO immunization program data across 73 countries
- Performed literature synthesis around strategies for financial sustainability immunization programs

**Agricultural Development Internship:**

- Evaluate overlap and quantified contribution of ICT-related grants to Agricultural Development Team strategy and team's country execution plans under development
- Pilot survey and conduct interviews with 10 agriculture grantees currently using digital technology, which better positions Digital Solutions team to assess specific technology gaps and constraints facing grantees in the field
- Design case studies from current investments in order to illustrate considerations and challenges when it comes to integration

**US Programs Post-Secondary Success Internship:**

- Build field scan of equity frameworks, resources, and partners actively engaged in helping low-income minority students enter credit bearing courses in their first year of higher education
- Provide recommendations on how to structure an equity-focused investment with an established long-term partner and grant-recipient working in the Developmental Education space

**Finance Internship:**

- Designed and built a financial model to evaluate the benefits of a centralized vs decentralized operational structure for the Foundation's Regional Offices. Analyzed and presented my conclusions and cost savings to maximize operational efficiency.
- Performed a comprehensive audit of over 85 investments to ensure grantee costs were aligned with investment strategy objectives and stayed within projected forecasts for subsequent budgets.
- Completed over 20 Organizational Financial Capacity Reviews, which thoroughly reviewed potential grantee's IRS filings and determined the overall fiscal health of their organization. Provided a risk rating and overall recommendations on financial solvency of organization.

**Program Features:**

- 12-week internship
- Paid internship, relocation and housing support, paid days off
- Associate Program Officer & Analyst roles
- Positions in program & operational areas
- Seattle & Washington D.C. opportunities
- Lunch and Learn series with the Executive Leadership Team
- Intern cohort activities: Manager Networking Dinner, Intern Happy Hours, Day of Service

**Qualifications:**

Successful interns are often self-starters that are comfortable with a degree of ambiguity. They enjoy structuring problems, designing projects and making informed recommendations based on research and analysis. Interns seek to learn more about the work of the Bill & Melinda Gates Foundation. The mission, All Lives Have Equal Value, resonates with their own values.

- First year MSW student with 3-5 years of experience preferred.
- Works independently, manages multiple priorities and tight timelines.
- Demonstrated ability to succeed in a complex, fast-paced environment.
- Strong analytical skills as well as strong written & oral communication skills.
- Ability to identify and develop external and internal relationships in support of program work.
- Attention to detail in writing and proofing material, tracking and managing projects and grants.

As part of our standard hiring process for new employees, employment with the Bill & Melinda Gates Foundation will be contingent upon successful completion of a comprehensive background check.