

Law Clerk Internship

MISSION:

Blue Grass Community Foundation enhances the quality of life in our region, for today and tomorrow. We grow charitable giving and support activist philanthropy. We invest in our communities through innovative grantmaking and strategic community leadership.

VISION:

To serve as the regions' go-to source for charitable giving, community leadership and catalytic grantmaking.

MANTRA:

We're in it for good. Investing together for our community.

ABOUT BLUE GRASS COMMUNITY FOUNDATION:

BGCF is a public charity organized to channel gifts from individuals and corporate donors through grants and scholarships for social, educational, religious or other charitable purposes. Funds are derived from many donor sources including: outright gifts, bequests by wills, charitable gift annuities, charitable remainder trusts and charitable lead trusts. We work directly with donors and with professional advisors (estate planning attorneys, accountants, financial planners and insurance agents) to help donors meet their charitable giving needs.

INTERNSHIP TRAINING OPPORTUNITIES:

BGCF is seeking a law clerk to assist the attorneys and other staff members in all phases of donor relations and program work. Applicants would have an interest in pursuing a non-traditional, public interest career and have a special interest in planned giving. Law clerks will be exposed to a variety of legal issues facing non-profit organizations.

In addition, the BGCF Law Clerk will:

- Conduct legal research and prepare memorandums for staff and donors
- Review fund agreements and amendments
- Analyze and track legislation and determine the impact on funds held at BGCF
- Help prepare material for donors and advisors (attorneys, accountants, financial planners, and insurance agents) discussing planned giving options and the vehicles available to meet planned giving needs
- Various other nonprofit training opportunities may become available

QUALIFICATIONS

Ideal candidates would have completed at least one year of Law School. Previous work experience in the legal field is preferred.

Ideal candidates would have organizational skills, attention to detail and excellent writing skills.

The ability to manage multiple projects independently will be important. Customer service experience and experience working in a business setting is preferred.

Preferred software experience: Microsoft Office (including: Word, Excel, PowerPoint and Outlook) and Blackbaud.

Candidates must have a valid driver's license & personal vehicle.

INTERNSHIP GRANT OPPORTUNITY:

This is an unpaid internship. You may consider contacting the Career Services Office at the University of Kentucky College of Law for grants available for nonprofit internships.

INTERNSHIP DETAILS:

A minimum of 8-10 hours per week would be ideal for the Fall and Spring semesters with a commitment of the full semester. A minimum of 18-20 hours per week would be ideal for the Summer semester with a commitment of the entire Summer.

The Community Foundation's hours of operation are Monday through Friday from 9:00 AM to 5:00 PM.

HOW TO APPLY:

Please e-mail the following to kbranham@bgcf.org:

- Resume
- Cover letter
 - Indicate the Internship Title
 - Indicate if you're applying for this internship through Internship Credit or the Federal Work-Study Program
- Hours of availability