



DRF Fellow, Education

Transform Education in the Dan River Region

Launch your career in education-focused philanthropy while making a lasting impact on your community. The Danville Regional Foundation (DRF) seeks an enthusiastic, early-career professional to join our prestigious fellowship program supporting The Education Collaborative.

About the Fellowship

Created in 2012, DRF's fellowship program cultivates the next generation of philanthropic and nonprofit leaders in the Dan River Region. As our Education Fellow, you'll gain hands-on experience in community development, nonprofit leadership, and educational innovation while working directly with key stakeholders across three school districts.

The fellowship is a temporary paid position (\$45,000-\$48,000) with benefits that may last up to 2 years. Fellows will be expected to live and work in Danville, Pittsylvania County, or Caswell County. Previous fellows have focused on service-learning and engaging young people in the improvement of our community, regional asset-mapping and marketing, uniting history to tell our collective story, creating an entrepreneurial ecosystem, and local food systems among other areas of focus.

Your Impact

You'll play a vital role in The Education Collaborative, an initiative that brings together diverse community members to create an environment where:

- Children and youth learn and grow into their full potential
- Families receive robust support
- Educators and school staff feel valued and empowered

The DRF Fellow, Education will provide day-to-day support for The Education Collaborative, and regional initiatives, like the Out of School Time Learning Lab, a multi-month experience for adult afterschool professionals. The hiring manager for this position is Susanne R. Bell, Program Director & Senior Program Officer.

Core Responsibilities

Communications (30%)

- Manage internal communications with Education Collaborative participants
- Create and maintain website and social media content
- Document and distribute meeting minutes and action items
- Develop engaging content for stakeholder updates

Meeting and Event Management (30%)

- Coordinate and execute special events and meetings
- Manage registration and logistics
- Oversee technical requirements and setup
- Gather and analyze participant feedback

Community Development (25%)

- Represent DRF at community events
- Learn and apply education coalition best practices
- Facilitate or co-facilitate meetings
- Build relationships with community partners

Database and Project Management (15%)

- Design and maintain stakeholder database
- Track community partnerships and events
- Support project evaluation and reporting
- Coordinate with internal teams

Professional Development Opportunities

- Mentorship from experienced philanthropy professionals
- Exposure to nonprofit board operations
- Leadership skill development
- Network building with education and community leaders
- Project management experience
- Event planning and execution expertise

Qualifications

Required

- A bachelor's or master's degree from an accredited institution
- Strong written and verbal communication skills
- Demonstrated leadership potential
- Proficiency with MS Office Suite
- Ability to attend evening community meetings
- Passion for education and community development

Preferred

- Knowledge of early literacy and educational landscapes
- Experience with nonprofit, elected, public agency, or educational leadership
- Website and social media management experience
- Project management experience

The Ideal Candidate Is

- A curious and conscious leader and learner
- Strategic thinker with strong analytical skills
- Self-starter who can work independently
- Detail-oriented with excellent organizational skills
- Adaptable and able to manage multiple priorities
- Committed to educational equity and community development

About DRF

[Danville Regional Foundation](#) serves as a catalyst for innovation and an agent for transformation. We make long-term investments in efforts that promise sustained positive impact for the Dan River Region, focusing on health, education, and well-being of residents in Danville, Pittsylvania County, both in Virginia, and in Caswell County, N.C.

A Day in the Life

Morning might find you coordinating with school district leaders on an upcoming collaborative meeting, while afternoon activities could include updating the initiative's social media presence and preparing for an evening community engagement session. You'll work closely with both DRF staff and community partners, gaining valuable experience in nonprofit operations and community development.

How to Apply

Submit your cover letter and resume as a single PDF to Allison Petty at apetty@drfonline.org with the subject line: "DRF Fellowship Application, Education." Application review begins March 21, 2025. Position remains open until filled.

DRF is committed to building diverse and inclusive communities. We encourage applications from candidates of all backgrounds who share commitment to equitable opportunity for a high-quality education.

Past Fellow Success Stories

Previous DRF fellows have gone on to:

- Lead nonprofit organizations
- Direct educational initiatives
- Manage philanthropy programs
- Drive community development projects

Join us in creating lasting positive change in the Dan River Region while launching your career in philanthropy and community development.