



DRF Fellow, Community Development

About DRF

[Danville Regional Foundation](#) (DRF) is a catalyst for innovation and transformation in the Dan River Region. We make long-term investments in initiatives that create sustained positive impact across Danville, Pittsylvania County, and Caswell County. Our focus areas include improving health, education, and well-being for all residents in our service area.

Position Overview

We are seeking a Community Development Fellow to support and enhance our successful Community Council initiative. This fellowship offers a unique opportunity to work at the intersection of philanthropy, community engagement, and regional development while gaining valuable experience in the nonprofit sector.

The Fellowship Program

- Duration: Up to 2 years
- Type: Full-time, temporary position
- Compensation: \$45,000 - \$48,000, plus benefits
- Location: Must reside in Danville, Pittsylvania County, or Caswell County

Established in 2012, our fellowship program develops the next generation of philanthropic and nonprofit leaders in the Dan River Region. Fellows gain hands-on experience in philanthropy and nonprofit management while pursuing professional development in their area of focus.

Community Councils Initiative

Our [Community Councils](#) are vital hubs for regional transformation, currently operating across fourteen locations throughout our service area. These councils:

- Represent their communities in regional leadership discussions
- Advise on local priorities and grant-making decisions
- Distribute DRF-allocated funding to local projects
- Implement Asset-Based Community Development principles
- Empower local leaders to drive community-led decision-making

Primary Responsibilities

Communications (40%)

- Manage internal communications with Council participants
- Create and maintain website and social media content
- Support Council officers in their leadership roles
- Develop and distribute meeting materials and updates

Community Development (20%)

- Facilitate Community Council meetings independently or collaboratively
- Build relationships with regional leaders through one-on-one meetings
- Represent DRF at community events and activities
- Support development of four new Community Council groups

Grant Management (20%)

- Process and conduct initial reviews of grant requests
- Track grant progress and prepare documentation
- Coordinate with grant recipients for impact reporting
- Support grant-making administrative processes

Meeting Management (20%)

- Coordinate quarterly meetings for 14+ Community Councils
- Handle logistics including venue, technology, and catering
- Manage registration for larger events
- Ensure smooth execution of all Council gatherings

Qualifications

Required

- Bachelor's degree or equivalent significant local experience
- Exceptional written and verbal communication skills
- Strong organizational and project management abilities
- Proficiency with MS Office Suite and social media platforms
- Ability to work independently and take initiative
- Willingness to attend evening and/or weekend meetings as needed
- Commitment to community development and engagement

Preferred

- Established relationships within the service region
- Experience in community building or organizing
- Familiarity with Asset-Based Community Development
- Website management experience
- Background in nonprofit or philanthropy sectors

Key Competencies

- Strategic thinking and planning
- Attention to detail
- Diplomatic communication style
- Project and timeline management
- Sound judgment and discretion
- Collaborative approach
- Self-directed work ethic

How to Apply

Submit a cover letter and resume as a single PDF to Allison Petty, apetty@drfonline.org with the subject line: "DRF Fellowship Application, Community Development"

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 our passion for community development.