

# LLOYD A. FRY FOUNDATION

## POSITION ANNOUNCEMENT

### Summer Intern

**June 2026 – August 2026 (flexible with school calendar)**

### Paid Internship

#### Summary:

The Lloyd A. Fry Foundation seeks a summer intern to support its grantmaking efforts, with a primary focus on the Arts Learning program area. The intern will work closely with the Arts Learning Program Officer, gaining exposure to grantmaking strategies and nonprofit initiatives, particularly in student instruction, teacher professional learning, and policy. While no prior experience in these topics is required, an interest in arts and culture, arts policy, and instructional best practices would be valuable.

The intern will also provide general support across all program areas, including Education and Employment, assisting with research, data analysis, and special projects.

The Foundation's working hours are 9:00 am – 5:00 pm, Monday through Friday. The intern will work 30 to 40 hours per week, with scheduling flexibility. This is a hybrid position, with work split between the Foundation's Chicago office and remote work. The position pays \$20/hour.

As part of the internship, the selected candidate will join a cohort of interns through The CAFE Group's LEAD Summer Internship Program, which provides professional development, mentorship, and networking opportunities for rising college sophomores.

#### About the Lloyd A. Fry Foundation:

Our vision is a Chicago that offers education, opportunity, health, and hope for all. The Foundation awards over \$8 million in grants annually across three key areas: Arts Learning, Education, and Employment. We focus on helping organizations:

- Enhance service quality and assess program impact
- Develop and scale effective innovations in their fields
- Share knowledge to benefit disinvested communities and individuals

For more details on our grantmaking priorities, visit [www.fryfoundation.org](http://www.fryfoundation.org).

### **Intern Responsibilities:**

- Work closely with the Arts Learning Program Officer to support grantmaking efforts in student instruction, teacher professional learning, and sector strengthening
- Conduct research related to the Foundation's grantmaking priorities
- Collect and analyze data on current grantmaking activities
- Write case studies on grantee organizations and funded programs
- Provide support for the Foundation's June retreat
- Participate in a proposal review cycle, including reviewing applications, preparing for site visits, and attending site visits with Foundation staff
- Attend staff meetings and internal professional learning opportunities
- Work independently and collaboratively on special and ongoing projects
- Provide administrative support as needed

### **Qualifications:**

- Rising sophomore at an accredited college/university
- Clerical experience and proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong ability to work independently and collaboratively
- Ability to manage multiple projects simultaneously
- Interest in arts and culture, arts policy, and instructional best practices would be valuable

### **Skill-Building Opportunities:**

- Data management and analysis (Excel, grants management software)
- Project coordination and report development
- Exposure to Chicago's diverse nonprofit community
- Professional experience in education philanthropy and grantmaking

### **Application Process:**

Interested applicants should submit a resume and cover letter outlining how their skills and interests align with this opportunity via email to:

**search@fryfoundation.org**

Subject line should read:

***[Applicant's Name]* Summer Intern**

Please **submit your application by April 24, 2026.**