

## Job Description

**TITLE:** Fellow

**PROGRAM AREA(S):** Various

**REPORTS TO:** Senior Management Team

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Out Leadership (OL) is a global LGBT+ business advisory company, partnering with the world's most influential firms to build business opportunity, cultivate talent, and drive equality forward. Including LGBT+ people at all levels powerfully benefits bottom lines. We help companies realize their Return on Equality<sup>®</sup>. Out Leadership is a certified B Corp. For more information about our global initiatives or to learn about our advisory work, please visit [OutLeadership.com](http://OutLeadership.com), and also see our company overviews here: [OL Overview \(Requires Adobe Acrobat\)](#) and [OL About Us Video \(Opens YouTube\)](#).

## Fellowship Program Overview

We view our Fellows as future social and business leaders, and we seek to recruit the brightest emerging talent, those who are passionate about working towards equality for LGBT+ people and other groups. Interns who join Out Leadership receive immediate opportunities through our extensive engagement with global businesses:

- **Interaction with senior business leaders**, in addition to our partner nonprofit organizations and political/governmental officials globally
- **Experience managing** and executing high-profile projects
- **Engagement with groundbreaking research** in the diversity sphere
- **Mentorship on diversity and entrepreneurialism** from Out Leadership's senior management team
- **Positioning for potential employment** at a member firm, partner organization, or Out Leadership following graduation, or at the conclusion of the fellowship

### THE POSITION AND THE IDEAL CANDIDATE

Our fellowship program is best suited for recent college graduates, those pursuing graduate studies, or professionals who plan to return to school in the next year. A background (or proven interest) in the for-profit sector is required. A fellowship with Out Leadership is, in general, a 40-hour per week commitment, and we ask that candidates be able to make a commitment to the role for an agreed-upon time period, ideally 9-12 months.

We've grown from six member companies to over seventy in just five years, and project similar growth in the near future. Because Out Leadership is an evolving start-up, our fellowships are dynamic and offer successful candidates the opportunity to interface with clients who are senior business leaders while working in partnership with our smart, fun, growing team.

The ideal candidate will be self-motivated, team-focused, and passionate about advancing LGBT+ equality. An analytical problem solver grounded in quantitative and qualitative methodologies, they will have exceptional communications skills, and the ability to effectively translate ideas into actionable recommendations.

OUT  
LEADERSHIP

## LOCATION

Out Leadership requires fellows to work from its global headquarters in New York City.

## Fellowship Description

### RESPONSIBILITIES

- Contribute strategic and creative ideas
- Assist in the creation of proposals, presentations, and other client advisory documents
- Support the execution of Out Leadership’s initiatives, including the Out Leadership Summits in New York, Hong Kong, London, and Sydney
- Draft and edit communications materials, and support media outreach tactics
- Develop, implement, and analyze surveys of event attendees
- Review, edit, maintain and optimize contacts in Salesforce
- Support social media strategy; monitor social media channels
- Manage research collation and news gathering projects
- Maintain international research portfolio, support new research initiatives on international LGBT+ issues
- Assist with a variety of general administrative & clerical tasks
- Mentor Out Leadership interns, focusing on their critical skill development and professional growth

### REQUIREMENTS

- Bachelor’s degree (or greater)
- Background in business or proven interest in the for-profit sector
- Self-starter who is able to take initial direction on a project, assume ownership of it, and produce high quality work
- Excellent attention to detail
- Skilled and effective at multi-tasking; capable of prioritizing many projects at once to nail every deadline
- Skilled writer and editor, able to produce clear and effective copy
- Professionalism is necessary; experience dealing with senior business executives and their staffs is strongly preferred
- Strong problem-solving skills: resourceful and able to create data-driven solutions
- Skilled at using Microsoft Office and social media platforms
- Experience with Salesforce, Eventbrite, SurveyMonkey, and Adobe CC is preferred
- Shared commitment to Out Leadership’s mission and values
- Demonstrated sensitivity and respect for the cultural values, practices, beliefs, and social experiences of diverse communities

### COMPENSATION

Out Leadership Fellows receive a monthly stipend of \$2,000, and are reimbursed for any job-related expenses such as travel.

## Next Steps

Interested applicants should send any questions or a cover letter and resume to Jeff Li, at [jobs@outleadership.com](mailto:jobs@outleadership.com)

## Equal Opportunity Employer

Out Leadership is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity (“EEO”) laws. Out Leadership strictly prohibits discrimination against any employee or applicant for employment because of the individual’s race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Out Leadership is especially interested in applicants that reflect the full diversity of the community we serve. Immigrants, people of color, transgender and gender nonconforming people, intersex people, and people of different abilities are strongly encouraged to apply.