



Development and Grant Writing Intern

Position Purpose

Development and Grant Writing Interns will contribute their time, skills, and expertise and in return will receive hands-on experience in grant writing and development practices for non-profit organizations. The Development and Grant Writing Intern will work directly with Development Department staff.

Desired Skills and Experience

- Experience working hands-on with other from diverse backgrounds, experience with individuals with disabilities a plus;
- Proficiency with Microsoft Office Programs;
- Ability to work independently and handle multiple tasks at the same time in a fast-paced environments;
- Previous grant writing experience or education desired.

Duties and Responsibilities

- Research grant opportunities and help to maintain a cohesive grant calendar;
- Write, edit, and submit grant applications and reports;
- Provide follow up materials to donors on a timely basis;
- Attend meetings with the Manager of Development and Promotion with new and current donors, foundations, and local funding entities;
- Assist Development Staff with the maintenance of the donor database, Salesforce;
- Create, write, edit, and distribute donor solicitations including letters, printed collateral, and special campaigns;
- Help process all fundraising mailings, including list merging, letter generating, and execution;
- Work and collaborate with other Development and Outreach intern when needed.

Training

- Attend initial orientation meeting with Program Supervisor. Attend and complete on-going trainings as required. Participate in two (2) performance evaluations, once midway through internship and one at the completion of the internship.

Time Commitment

- Minimum of 20 hours per week; Consistent availability Monday through Friday 8:00 am to 4:30 pm; Specific schedule to be negotiated with supervisor.