



Grant Writer Intern

Title: Grant Writer Intern: Non- paid

Objective: The Grant Writer is responsible for assisting the Office Manager with the preparation of proposals and grant applications.

Responsibilities: Prepares proposals and supporting documents in response for solicitations; helps generate revenue for agency programs through timely submission of well-researched, well written and well-documented fund-raising proposals; maintains and implements funding calendar activities; writes reports to government; foundation and funders; researches and identifies new government and private funding prospects

Qualifications: Excellent writing and computer skills (Knowledge of Microsoft word, Power Point, Outlook, Excel); highly organized, ability to work under pressure, detailed oriented, proven ability to work independently, self motivated, works well with others, high School Diploma

Average Time Commitment: Five -Twenty hours per week; hours coordinated with the Office Manager.

Measure of Success: Completion of goals, amount of grants submitted each month; reports are prepared, amount of funding received, problems are handled in a timely manner, interns are active and growing, available to other employees and interns, creates friendly and loving environment, good team spirit.

Benefits: Gain experience in building relationships and working with other people, play a key role in shaping organization, explore all avenues of the business and knowledge of how to run a business, stepping stone to future positions, opportunity to network on different levels, recognition, improve funds development skills, gain experience that can be used on the job.