



Help build it!

Grant Writing & Fundraising Internship (unpaid, for credit – 20 hours/week, flexible schedule)

The Grant Writing and Fundraising Intern will work under supervision of the Resource Development Director to assist with grant writing and other fundraising tasks.

Duties Include:

- Research funders and grant makers to find appropriate financial support for specific needs of the organization
- Assist with grant writing and applying for financial support
- Assist with auction procurement, event planning, etc. (intern will become a member of the events committee)
- Seek out potential sources of individual and corporate funding
- Assist with writing material for mailings and other fundraising initiatives

Skills and Qualifications:

- Excellent writing and communication skills
- Strong research abilities
- Comfortable with making cold calls and speaking with new people
- Creative personality with the ability to brainstorm and share ideas with others
- Interested in nonprofit work
- Education in an English, communication, public relations, nonprofit or organizational leadership major or certification is preferred, not required
- Able to work independently and collaboratively