



Grant Writing Intern

The Action Center has for-credit intern learning opportunities available for students seeking undergraduate and graduate degrees in related fields of learning. Candidates applying for internships must be working with their school's internship program to be eligible. The intern will be responsible for completing all school requirements and the Action Center agrees to uphold a learning environment with increasing responsibilities and challenges as the semester moves forward.

Position Overview:

This position reports to the Grants Officer and will interface with all staff and management of the Center as well as volunteers involved in any grant activity. Majority of this position interface will be with the Development Department and Program Services Department staff, particularly the Grants Officer and Programs Director.

This position assists the Grants Officer by providing research, application and report writing and grant stewardship pertaining to current and proposed foundations, corporations, and government funders. This will involve a substantial amount of time at a desk sitting in front of a computer to do research and make telephone inquiry calls.

The intern will lead the effort to create a Grants Organizational Chart tracking the organization's current grant names, amounts of grants and the programs those grants support. This project will be done in coordination with the Communications Coordinator

Specific responsibilities may include:

- Maintains and updates funder information in the eTapestry donor database
- Maintains eTapestry and Google Calendars to track funder applications and reporting deadlines
- Generates funder correspondence infrequently (Thank you letters, Letters of Intent, etc.)
- Will track and record all Grant Usernames and Passwords for access by the Director of Development and Grants Officer
- Acts as a liaison between the Program Services department and the Development departments to ensure open communication between the two departments pertaining to grant & report deadlines and program content/demographic delivery

Skills the intern can learn:

- Learns the intricacies of a donor database system (eTapestry)
- Build researching skills online and through other techniques
- Learns nonprofit workings and general office procedures
- Sharpen communications skills in person and by telephone
- Hands-on experience with the nonprofit funding cycle - from identifying the funder, submitting letters of intent or applications for funds and following reporting requirements.

Time Commitment: 2-3 days per week minimum and up to 12-14 hours/week total

Schedule Options: Flexible

Qualifications: Candidate should be working towards a college degree or currently possess a Bachelor's Degree from an accredited four year college or university.

- Excellent written and verbal communications skills
- Must have excellent research skills and have the ability to think creatively
- Must be willing to work under pressure and able to accomplish tasks in order to meet deadlines
- Must have the ability to work independently with minimal supervision
- Computer proficiency with Microsoft Word, Google Mail and other Google Apps systems ideal
- Limited skills required working with Excel and Power Point.
- Familiarity with eTapestry or other donor software programming is preferred
- Must be flexible, resourceful and willing to work as a team player

Some administrative and/or nonprofit experience would be ideal but is not required.

The candidate must have a passion for nonprofit work. Excellent research, written and verbal communication skills are absolutely necessary to be successful. The individual will need to communicate effectively, be willing to learn and be comfortable communicating with current and prospective funders of the Action Center in person or on the telephone.

Positions Available: 1 per semester

Procedure for Applying:

If the internship description matches the need for experience in your field of learning and you are interested in applying, please follow the following steps:

1. Contact your school's internship program to indicate your interest.
2. Have the school provide you with their program requirements and sample agreement.
3. Forward your school's program requirements and sample agreement, your resume and a cover letter expressing your interest in which internship position to:
interns@theactioncenterco.org.
 - a. Optional: Your school can contact us directly with the same information listed above if it is preferred.
4. If we have an opening and are interested in interviewing you, you will be contacted for an interview.
5. Due to the limited resources of our organization, only applicants which follow the above steps will be considered for an internship.