



POSITION DESCRIPTION

Grant Writing Intern	
Department: Advancement	Status: Paid
Reports to: Vice President of Advancement	Last Reviewed: January 2023
Titles reporting to this role: None	Next Review Date: March 2023

Position Summary:

Under the direction of the VP of Advancement, the Grant Writing Intern supports the Resource Development team with a variety of assignments and projects associated with the processes of Grant Writing and maintenance. This Intern conducts research to identify funding opportunities, assesses mission match for available grants, assembles grant requests, and joins the Grant Manager and Community Partnership Coordinator in representing the agency at grant presentations. The Grant Writing Intern will support the Grant Manager and Community Partnership Coordinator in maintaining a calendar of submissions and report deadlines.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

- Research funding opportunities that align with the agency mission.
- Provide support and receive mentorship as pertains to the full range of activities required to prepare, submit, and manage grant proposals to federal, state, local and private foundation funding sources.
- Support the Grant Manager in maintaining a calendar of submissions and other deadlines to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- Support the Grant Manager in ensuring agency compliance with all grant requirements.
- Assist in the management of supplemental material required for proposals.
- Maintain confidentiality and ensure compliance with related policies.
- Assist with other duties related to Grants as assigned.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Be enrolled in a 2-year or 4-year college/university, or a Master's program, or be recent graduate.

Language Skills:

Bilingual Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate and proficient in Microsoft Office, Outlook 365; Video Editing and Graphic Design software. Working knowledge of social media. Ability to work with Office 365 and Microsoft Teams. Intermediate to Advance Skills with Word and Excel. Ability to multitask and prioritize. Strong verbal and written communication skills. Ability to work independently and with a team.

Mathematical Skills:

Must have and understanding of math as used for adding, subtracting, percentages, ratios, etc.

Operating Environment and Working Relationships:

Works collaboratively and routinely with management staff and Agency employees. Ability to administer a benefits program. Well-developed administrative skills. Ability to express oneself clearly and effectively. Superior interpersonal abilities. Ability to get along with diverse persons, and personalities. Must be tactful, mature, and flexible. Good reasoning abilities and sound judgments.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

