



## Grant Writing and Development Intern

### Job Description

SLFND is currently seeking an intern to help with the grant writing and fundraising activities planned for 2020/2021. This is an excellent opportunity for an individual seeking to gain more experience in grant and funding research, writing, and planning activities for a small non-profit organization.

The intern will work in collaboration with SLFND's Executive Director and fundraising committee.

Under the supervision of the Executive Director, the intern will have the following responsibilities and tasks.

- Draft compelling grant proposals and conduct relevant research and data analysis for the proposals
- Identify, through research, public and private grant and corporate sponsorship opportunities for organization's programming areas
- Develop program summaries, outlining how each of our programs are run for funders
- Assist the Executive Director and fundraising committee in maintaining the annual grant making calendar
- Assist in preparing donor materials, including packets, thank-you letters, and processing incoming donations
- Be part of the planning and execution of fundraising campaigns, appeals, and events

### Qualifications

- Undergraduate (junior or senior) or graduate student with experience in English and/or Communications
- Excellent writing, verbal, proof reading, editing, and professional phone and email communication is required
- Flexible and self-motivated
- Detail oriented, with the ability to prioritize under deadlines
- Proficient in Microsoft Office products, specifically Word and Excel, as well as Internet search tools
- Previous experience in research and/or grant writing
- Previous experience in event planning is preferred
- Understanding of or prior work/volunteer experience in non-profit organizations is preferred

**Duration:** flexible; 4 months, renewable, 10-20 hours per week

**To Apply:** Send cover letter and resume to [internship@slfnd.org](mailto:internship@slfnd.org)