



THE GOOD FIGHT

BE PREPARED FOR LIFE

GRANT & RESEARCH INTERN

Overview

The focus of this role will be to assist with the identification of appropriate grantors and the execution and submission of grant request. You will research funding opportunities, initiating and maintaining contact with foundations and writing grants eligible funding. The role will initiate and maintain communication with potential donors.

This opportunity is ideal for a college student with strong writing and research skills who is interested in exploring nonprofit fundraising.

Duties and Responsibilities

- Prospect identification, research, proposal development and writing in conjunction with faculty, staff and volunteers.
- Accurate and timely production of final proposals.
- Initiate and maintain relationships with grantors.
- Track and document communications.
- Assist with updating and maintaining donor database.
- Research potential major donor prospects.
- Assist with donor outreach and cultivation.

Requirements and Qualifications

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit (if intern is looking to receive university credits).
- Junior or Senior standing at the university/college or recent graduate of an accredited university/college. - Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint and Excel) and/or Google Drive (Word, Presentation, Excel and Calendar). Experience in research or writing preferred.
- Excellent writing, verbal, proofreading, editing, phone and organizational skills
- Flexible team players, self-motivated/directed to be able to work without supervision
- Detail oriented with strong interpersonal skills
- Ability to prioritize and work well under a deadline

Compensation

Receive university credits or stipend payment from The Good Fight Community Center

- Spring 2019 Credit / University Credit not available

Stipend Dates: March 31, June 30, September 30, December 31

- \$1,000 per year/ Stipend paid quarterly (every 3 months)

Additional Information

Intern site supervisor is the Executive Director of The Good Fight Community Center. Please send resume to Isaiah Thomas, Executive Director at isaiah@thegoodfight.club.

