



GRANT WRITER INTERN

The grant writer intern is responsible for increasing support from foundations, corporations, governments, and other grant-making entities. The ideal candidate will have experience in researching funding prospects, writing grant proposals, and securing grants from private sources. The grant writer intern manages the researching of grant opportunities and the writing of grant proposals, including leading a team to consensus on what grants Shule Foundation should seek, gathering appropriate data when necessary, gaining approval from board of directors for the submission of final drafts of grant proposals, and meeting grant deadlines. Additionally, the grant writer intern acts as an advisor and key resource to the board on a spectrum of fundraising opportunities.

ROLE AND RESPONSIBILITIES:

- Research and contact foundations and institutions to obtain applications and deadline information, maintain a tickler list of upcoming application deadlines and funding files.
- Seek out and compile information around specific programs and initiatives within the foundation for which grants may be requested.
- Research, recommend, prioritize and ultimately apply for grants from a wide variety of governmental, private, and public foundations and institutions
- Compile, write, and edit all grant applications, following each grant-making organization's guidelines.
- Keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive materials and documentation.
- Supply progress reports when required by a grant-making organization that has funded a project or program

QUALIFICATIONS REQUIREMENTS

- Nonprofit, corporate, and foundation grant writing experience with proven results in researching, writing proposals, and securing grants from private entities and federal and state governments or agencies
- Excellent writing skills and meticulous attention to detail and accuracy
- Professional demeanor and strong communication and relationship skills
- Ability to communicate effectively (orally and in writing) with individuals at all levels
- Ability to handle multiple projects under tight deadlines

To be successful as a member of the Shule Foundation team, you will also:

- Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization
- Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness



- Have a strong work ethic, take initiative, and require minimal direction § Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

Benefits:

- Directly impact Shule’s efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa
- Be part of a highly-motivated nonprofit organization run entirely by volunteers
- Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization
- Have the opportunity to see your ideas and contributions implemented
- Build your resume and gain references for future employment opportunities

How to Apply:

Email a cover letter outlining why you would be a good fit for Shule Foundation, your resume, one writing sample and links to your social media accounts to info@shulefoundation.org. Please put "Grant Writer" in the subject line.

This is unpaid part-time internship position with an expectation of 10-15 hours per week, for six to nine months. This internship is not financially compensated but you will receive the benefits of a staff member having deliverables, performance reviews and training that will strengthen your resume significantly.