

Title: Grant Writing Intern
Reports To: Director of Development and Marketing
Location: Seattle, WA

About Global Visionaries

Global Visionaries (GV) is a 501c(3) nonprofit legal institute located in Beacon Hill, Seattle. GV empowers young people to become global leaders in creating a just and sustainable future. The year-long Leadership Program provides youth a global perspective empowering them to understand the intrinsic relationships between local and international social and environmental justice issues.

Position Summary

The Grant Writing Internship is designed for individuals who wish to gain hands-on experience with nonprofit's routine written communication. The Intern will work directly with the Director of Development and Marketing to assist with the identification of appropriate grantors and the execution and submission of grant requests, as well as fulfilling reporting requirements for existing funding.

Future Career Equivalence

This is a good internship if you are planning to get into business development, become an entrepreneur or get into B2B marketing. It is also helpful if you are getting into PR or Corporate Relations, since much of the activity is to drive relationships with corporations.

Specific duties include, but are not limited to

- Prospect identification, research, proposal development and writing in conjunction with staff and volunteers
- Initiate and maintain contact with foundations and writing grants for eligible funding
- Draft correspondence, reports, proposals and donor appeals as needed
- Assist with updating and maintaining GV's database
- Assist with funding outreach and cultivation, track and document communications
- Manage research and substantiation programs such as evaluations

Qualifications

- Possess an interest in grant writing
- Strong communication skills – particularly for corporate communication
- Unimpeachable ethical standards and personal integrity
- Work effectively in a team environment
- Strong interpersonal skills and attention to detail
- Demonstrate a basic understanding of accounting principles
- Knowledge of Microsoft Office applications
- Demonstrated desire to learn and ability to work in a multi-faceted capacity

Hours, Start Date and Duration

Flexible within business hours (9:00 am- 6:00 pm). A firm commitment of 10-20 hours per week is required. Minimum 3-month commitment, with a 6-month commitment desirable. May include some evenings and weekends.

The internship will start at a mutually agreed upon date and may continue throughout the year depending on mutual interest and satisfactory performance.

This is an unpaid internship. However, there is an allowance for school credit (CPT/OPT eligible) if permitted by the college/university of the applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

How to Apply

Email cover letter, resume, and the supplemental questionnaire to officemanager@global-visionaries.org with a subject line of "Application for Grant Writing Intern".