

## **Volunteer Grant-Writing Intern**

The Grant-Writing Intern will help identify, research and pursue foundation grant opportunities to support/enhance/expand Community Connected programs, services and initiatives.

### **Responsibilities:**

- identifying new grant opportunities;
- engaging with program officers at foundations to solicit proposal invitations;
- working with staff to obtain the information required to present the program's mission, purpose, goals, objectives, and budget;
- engaging with program officers at organizations to solicit invitations to submit proposals;
- assisting in all aspects of the grant writing, preparation, and submission process;
- generating letters of inquiry, proposals, budgets, MOUs, and other supporting documents in response to solicitations;
- generating revenue for Fenway programs and services through timely submission of well-researched, well-written, and well-documented grant/fundraising proposals;
- writing reports to foundations and other funders;
- and collaborating with Leadership Team to collect and report all required information to foundations and other funders.

### **Competencies and Skills Required**

- A working knowledge of social media and web-based tools utilizing the internet for communication and research
- Excellent written and verbal communication skills
- Ability to work independently, exhibit initiative and work collaboratively with others
- A passion for the mission of Community Connected

### **Intern will gain knowledge of non-profit operations and develop marketable skills in:**

- understanding of foundation policies, procedures and guidelines, and of business principles governing grant preparation and submission
- accessing electronic data resources, gathering and analyzing data for planning reports, funding and grant development, and composing and integrating information
- internet prospecting and research skills
- collaborative, diplomatic and problem-solving skills
- increased ability to work independently, set priorities, and complete work accurately and in sufficient time for colleague review
- ability to work harmoniously with diverse groups of individuals
- working in an ethnically, culturally, and racially diverse environment.

*Neal Massey*

Director

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