Grant Writing Intern

About Us
Mission statement: Hope Heals provide support to families in need with an overall goal of spreading Hope, Kindness, & Love to everyone everywhere. Visit the website: http://www.hopehealsyou.com/

Job Description
To assist the director in researching and identifying grants and other related possible funding options that would best fit the mission and needs of the project. To assist the director in applying (will include some writing) to said grants. Types of grants vary widely and are diverse including grants for space and funding, foundational grants and corporate grants. This internship may be conducted remotely, with required weekly meetings.

Responsibilities
• Research grants appropriate for different aspects of the project using search tools and websites that you will identify (with some assistance from the director).
• Identify grants that match with the project's needs and mission.
• Collect all necessary information from the director and any other sources in order to apply for the grant.
• Work with the director to write and finalize and submit grant applications.
• Manage grants and funding calendar.
• Do any additional research, connecting/networking with grant funders to further establish if it's worth applying for the grant. This includes researching past recipients of grants. This also may include attending events or online seminars to get more information about an available grant.
• Must be available for weekly meetings in addition to regular contact via email.
• Able to commit approximately 10-15 hours per week.

Requirements
• Junior or Senior with minimum 3.0 GPA, majoring in either Business Administration, English, or Communication
• Excellent research skills. Good at tracking down information that may be difficult to find.
• A great writer. Clear, concise, and well-spoken.
• Social, outgoing, not afraid of "putting yourself out there" and representing the project.
• Interest in working with, non-profit programs required.
• Previous experience with grant writing and research is preferred. If you have comparable experience please note that. If you are taking a class in the field please note that as well.
• Hardworking, able to commit and see things through to the end.
• Timely and able to work under a deadline extremely important.
• Being a good communicator is an absolute necessity. Not afraid to ask questions and capable of problem solving.
• Able to think independently and be a self-starter.
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- Flexible and able to adapt. You can set your own hours with this internship but you must be able to stick to an agreed upon schedule.

**Additional Notes**

This is an unpaid internship opportunity.

Hope Heals Walla Walla is an equal opportunity employer.

**To Apply**

Send a cover letter and resume to Annett Bovent: hopehealswallawalla@gmail.com

Include “Grant Writer Intern” in the subject line.