



WOODHAVEN
EMBRACING ALL ABILITIES

Job Description

Department: Development

Position: Grants Paid Intern

Position Summary:

The Grants Intern will assist the Grants Manager in securing financial support through grant research, writing, tracking, and reporting. This role provides valuable hands-on experience in nonprofit development, grant writing, and fundraising operations. The intern will support various aspects of the grants process, including prospect research, data entry, document preparation, and reporting, while gaining exposure to grant management best practices.

There is a possibility of transition to full-time employment based on performance and organizational needs.

QUALIFICATIONS:

- Current enrollment in or recent completion of a Bachelor's degree program in English, Communications, Nonprofit Management, Public Administration, Business, or a related field.
- Strong writing, research, and analytical skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with fundraising or CRM software (preferred but not required).
- Excellent attention to detail and organizational skills.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Strong interpersonal and communication skills.
- Interest in nonprofit development, grant writing, and fundraising.

Essential Duties & Responsibilities:

Essential Physical Requirements:

- Ability to work in a standard office setting, including prolonged periods of sitting at a desk.
- Ability to use a computer, keyboard, and office equipment.
- Occasional lifting of files or materials up to 25 pounds.
- Some homes may require lifting a minimum of 50 pounds. Specific lifting requirements will be provided by the supervisor of the homes.

Reporting Structure:

- **Reports To:** Grants Manager



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EXAMPLES OF WORK DUTIES:

1. Assist in researching prospective funding sources, including foundations, corporations, and government grants.
2. Support the preparation of grant applications, proposals, and reports.
3. Help maintain the grant tracking system and funding calendar.
4. Assist with data entry and record-keeping in the project management portal.
5. Gather and organize supporting materials for grant applications.
6. Collaborate with program and development staff to collect information for reporting.
7. Assist in monitoring grant compliance and tracking reporting deadlines.
8. Participate in team meetings and brainstorming sessions for funding strategies.
9. Provide general administrative support to the Grants Manager as needed.
10. Perform other duties as assigned.

Benefits:

- Hands-on experience in grant writing, nonprofit fundraising, and development.
- Flexible schedule to accommodate academic commitments.
- Opportunity to build a portfolio of grant writing samples.
- Networking opportunities with nonprofit professionals.
- Potential for academic credit (if applicable).
- Possibility of transition to full-time employment based on performance and organizational needs.

Employee Acknowledgement:

I have received a copy of this Job Description for my current position. My supervisor has reviewed it with me, and I understand the responsibilities and duties as outlined.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____