



Grants Internship Description:

About A Precious Child

A Precious Child, Inc. is a 501(c)(3) nonprofit organization that provides children in need with opportunities and resources to empower them to achieve their full potential. A Precious Child envisions a future where every child grows up to be a secure, self-reliant, contributing member of their community.

Internship Description:

The Grants Intern will work directly with the Grants Manager to execute the organization's ongoing development plan. In working towards helping A Precious Child meet its overall goal of empowering kids to succeed, the Grants Intern will also be responsible for additional administrative and communications related tasks to assist with tracking and organizing of prospective funders, maintaining relationships with current funders and assist Grants Manager in ensuring the organization is in compliance all current funding requirements.

Hours: Minimum 12 hours a week

Reports To: Grants Manager

Areas of Responsibility:

- Prospect potential new funders;
- Provide writing support for major donor and individual contribution letters and acknowledgment letters;
- Maintain cloud-based database regarding deadlines, reporting requirements, prospective funders, etc. to ensure timely submission of proposal deadlines, reports and internal organizational information tracking;
- Assist Grants Manager to assemble and submit grant requests, including but not limited to letters, proposals, budgets and presentations;
- Manage supplemental material required for proposals, including up-to-date research, letters of support from Agency Partners and other optional or required materials;
- Manage grant files and records, including updates to a grant proposals progress, status deadlines, etc;
- Research and document information regarding past donors, grantors, current members and APC supporters;
- Assist the Grants Manager with additional organizational tasks as assigned;

Experience and Qualifications:

- Passion for A Precious Child's mission and vision;
- High School diploma and some college experience preferred;
- A highly organized individual with a passion for working in the nonprofit sector;

- Able to take on multiple projects, work independently, manage time to meet deadlines and successfully and efficiently tackle work that ranges from high-level responsibilities to tedious tasks;
- Outstanding writing, editing, proofreading and verbal skills;
- Possesses excellent relationship management and interpersonal skills;
- Proficient and working knowledge of Microsoft Word and Excel;
- Experience in professional or sales writing is a plus;

Compensation:

This is an unpaid internship.

How to apply:

Please send a cover letter, resume and writing sample to YvetteRedwood@apreciouschild.org, with the subject line Grants Intern Application.