

Job Description – Grant Development and Writing Internship Position

THE OPPORTUNITY

We are looking for a Grant Writer to get involved with many different aspects of a small 501(c)(3) non-profit. This will include a full range of activities required to research, prepare, submit, and manage grant proposals to foundation and corporate sources.

THE ORGANIZATION

Chromosome 18 Registry & Research Society is a lay advocacy organization composed primarily of the parents of individuals with a chromosome 18 abnormality. Our Mission is to help people with chromosome 18 abnormalities overcome the obstacles they face so they may lead happy, healthy, and productive lives. We are proud to count among our members those who are affected by a chromosome 18 abnormality, extended family members, and professionals. We are a 501(c)(3) non-profit, tax-exempt public charity.

KEY RESPONSIBILITIES

Some of the main position duties are listed below. Other duties may be assigned as necessary.

- Responsible for conducting the full range of activities required to research, prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with staff members to gather information necessary to report to corporate/foundation funders on current grant programs.
- Maintain records in database, digital, and in paper files, including grant tracking and reporting.
- Track statistics relevant to grant applications (i.e. volunteer hours, participants in events).
- Assist with other fundraising projects as requested.

KNOWLEDGE AND SKILLS:

- Strong written communication skills; ability to write structured, articulate, and persuasive proposals.
- Strong editing skills, attention to detail, and ability to meet deadlines.
- Preferred experience with proposal writing and institutional donors, but not required.
- Strong contributor in team environments

QUALIFICATIONS:

- General knowledge of grant writing, sample of previous grants written preferred, but not required.
- Previous experience with non-profit fundraising preferred, but not required.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.

Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, pregnancy, protected veteran status or other status protected by law.