Grant Writer Internship

**Mission:**
The mission of The Prosthetic Foundation is to help under-served amputees obtain quality prosthetics, comprehensive aftercare and to generate public awareness.

**Purpose of Internship:**
The objective of the Grant Writing Internship is to provide students and recent graduates of unusual promise and ability opportunities for non-profit exposure and grant writing experience in support of The Prosthetic Foundation by writing grants to foundations, corporations, and organizations for funding.

**Internship Hours:**
The internship will require a commitment of no less than 20 hrs. per week. Days and work hours to be determined.

**Internship Timeframe:**
We suggest a 6 month internship, with a standard three month probationary period and the option to extend the internship.

**Paid Internship:**
Paid internship at an hourly wage of $10/hr., internships do not receive employee benefits as part of the program.
Responsibilities:
• Develop a quick and thorough understanding of institutional history and programs.
• Assist in the full range of activities required to prepare, submit, and manage grant proposals to foundation, and corporate sources.
• Perform prospect research for potential grant opportunities.
• Work with other departments to gather information necessary for various components of grant applications.
• Provide input for grant reporting as required.
• Review all components of proposals for completeness and submit final proposals.
• Maintain current records in database and hardcopy.
• Provide input for all written institutional materials as needed.
• Assist with other fundraising projects as requested.

Requirements:
• Strong writing skills with a willingness to learn grant writing.
• Good time and project management skills.
• Currently enrolled or recently graduated from an accredited college or university.
• Dedication to a mission-driven, team-centric work environment.
• Grace under pressure.

Contact:
Send resume, cover letter and a one-page writing sample to:
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