



# 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:

Rebecca Martinez

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