

Due to current health mandates and for the safety of our staff and interns, **this is a remote position**. Chromosome 18 is well equipped to offer remote internship opportunities and will provide the necessary support you need for a meaningful internship!

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.

With this internship, you will gain experience in...

- Grant writing, from initial research to preparing and submitting grant applications, as well as in managing grant proposals for foundations and corporate sources.
- Performing prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Working with other staff members to gather information necessary to report to corporate/foundation funders on current grant programs.
- Maintaining current records in database, digital, and in paper files, including grant tracking and reporting.
- Tracking statistics relevant to grant applications (i.e. volunteer hours, participants in events).
- Assisting with other fundraising projects as needed

Preferred Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

Preferred Qualifications:

- General knowledge of grant writing and/or a writing-intensive major preferred but not required.
- Previous experience with non-profit fundraising is helpful 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.