Grant Writing Internship
Charity Champions
Job Description

Position Title: Grant Writing

Community Service Partner: Charity Champions

Job Description: *HIRING ONLY FOR ACADEMIC YEAR 2021/2022*

Grant Writing Internship Statement of Work- Charity Champions
The Grant Writing Intern’s primary responsibilities will be working with Charity Champions to find grants to help bring funding to these nonprofits.

The expectations of the interns are to:

- Identify ten viable grants, and draft five proposals to foundations and other grant-making organizations each semester. At least three of those proposals need to be finalized and submitted by each semester’s end.
- Persuasively communicate the organization’s mission and programs to potential funders.
- 50% of clocked-in time, must be spent working at organization’s offices.
- Research potential leads for government, corporate and foundation grants.
- Research statistics, facts and relevant local and national information to support each of the Charity Champions.
- Comply with all grant reporting as required by government/foundations/corporate donors.
- Will be expected to attend weekly meetings with intern team to update on progress of their work and have at least one “touch point” meeting with organization they serve per week.
- Analyze and identify needs within the nonprofits that grants will support.

Hourly Rate: $12.00 - $15.00/hour

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to rmccormick@tfnbtx.com.

Please DO NOT send application materials to Student Employment.