

Internship Title: Grant Writing Intern **Duration:** 3 Months **Compensation:** \$500 stipend + Commission + Academic Credit

Description:

Our Grant Writing Interns are primarily responsible for writing research grants for the EveryLibrary Institute. The Institute is a 501c3 organization that conducts research on library support in the United States. This organization also conducts training for librarians and library supporters as well as public education about library issues. The grant writing intern will research and write grants for these projects and others as needed.

As a grant writing intern for EveryLibrary, your primary responsibility will be to assist with the identification of appropriate grantors and the execution and submission of grant requests.

Duties:

- Prospect identification, research, proposal development and writing in conjunction with faculty, staff and volunteers.
- Initiate and maintain relationships with grantors. Track and document communications
- Research potential major donor prospects
- Assist with donor outreach and cultivation
- Working with Directors to create a database of potential grants and timelines for the entire grant writing process
- Create and maintain a Grant Calendar which shows when a grant application and/or report is due and the contact information
- Work with Staff and volunteers to identify areas of needs where a grant would help solve a problem or fill a need
- Learn how to research and write grants (we will help you learn)
- Research and help write, review and edit all affiliate grant proposals (both private foundations and government grants)

Qualifications:

- Previous grant writing experience is preferred but not required
- Candidate must demonstrate excellent writing and research skills
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Excellent understanding of Microsoft Office suite (in particular, Word, Excel and PowerPoint)
- Studying towards / educated to postgraduate level in a related subject
- Proficient command of English grammar and spelling

Skills:

- Strong attention to detail and organizational skills required
- Strong writing, communication and interpersonal skills
- Ability to work with various departments to finish necessary projects
- Skills in effective oral and written communication in English
- Understand the importance of maintaining confidentiality
- Self starter, able to think creatively to solve problems