Grant Research & Writing Intern

Internship Supervisor: Laurel Baltic, Grants Coordinator

Compensation: non-paid, for college credit

Duration: 2020 Spring Semester (January-April)

Frequency and Hours: 2 days per week, 5 hours per day, Monday thru Thursday (10 hours/week)

Type of Internship: Nonprofit Resource Development – Researching, Developing, Submitting, and Stewarding Grant-Based Funding Applications; other duties as assigned (may include assisting with museum events/programs/tours, donor-based data entry, and other aspects of resource development work)

Skills Learned:

Through meaningful project-based work, this internship will build 21st century skills that will benefit you for a lifetime, including: communication, critical thinking, initiative, leadership, and collaboration. You will:

- Learn how to research, prepare, submit, and follow-through on competitive funding applications.
- Write rhetorically compelling letters of introduction, proposals, and/or stewardship messages.
- Generate lists of potential funding opportunities and enter relevant data onto museum systems.
- Assist with internal/external presentations, tours, and/or other group information sharing.

Qualifications:

Applicants should be currently enrolled with good standing in a college program. Students with an interest in nonprofit careers, museum studies, communication, writing, research, fundraising, community engagement, or similar pursuits are encouraged. Applicants should have excellent communication skills, meticulous attention to detail, and strong ability to meet deadlines, multi-task, and work independently. A writing sample may be requested.

Description of the Internship:

The Grant Research & Writing Intern will work closely with the Grants Coordinator to research, qualify, and cultivate grant-based donor relationships. Responsibilities may include researching funding organizations; drafting and proofreading LOIs, grant applications, and stewardship messages; updating museum systems on grant-based donors; and assisting with in-person stewardship of the museum and its donors.

The Spring semester is a busy time in the grant-making world, with many donors offering grant opportunities. During this internship, we will work together to identify funding opportunities that align with museum needs and your interests, and you will take the lead on managing at least one opportunity from initial contact to application submission and follow-through. This project-based work will advance professional skills and provide evidence of project leadership which may be used to further your academic and professional career.

To apply: Please fill out an application online at [http://fcmod.org.jobs](http://fcmod.org/jobs)

Accepting applications through September 30th