

GRANTS, FINANCE, & FUNDRAISING INTERNS

Reports Directly to Simone Curtin-Rugless, Grant Specialist

Elena's Light is looking for a detail-oriented and eloquent Grant Specialist Intern! Reporting directly to the Grant Specialist, the intern will collaborate on a wide range of key functions necessary to the grant development process, including researching available grants, analyzing budgets and projecting expenses, and presenting grant proposals to our board of directors. There will also be ample opportunities to collaborate with the Director of Program Development to assess the impact of Elena's Light's various programs.

This internship is a very unique mentorship opportunity for students to gain hands-on experience with grant writing. What's more, by contributing to our grant writing process, this internship offers students the ability to directly contribute to the sustainability and longevity of our program at Elena's Light!

At Elena's Light, we take great pride in fostering an environment of learning and independence. As a result, this internship is designed to allow for the maximum amount of student growth possible to prepare you for grant writing post-graduation. As the semester goes on, the intern will be trained by our Grant Specialist to be prepared to independently complete components of the grant proposal process. There are also opportunities for the student to independently complete and present a grant application at the end of the year.

WHAT MAKES THIS INTERNSHIP SPECIAL?

We know your time is precious, and we want you to get the fullest experience possible from working with our organization! Though your specific job reports to our Grant Specialist, there are ample opportunities to collaborate with our other staff members and directors. At Elena's Light, we love innovation and fresh ideas, and we pride ourselves on valuing the input of everyone who works with us. We work very hard to give every member of our organization a seat at the table as we grow and expand, and solicit feedback at all levels of the organization at every chance we get. By working with us, you have the chance to directly shape our future as an organization!

To give you the full Elena's Light immersion experience, in addition to your Grant Specialist & Fundraising responsibilities, we will pair you with one of our clients to serve as an ESL tutor for 2 hours per week. We believe this experience is critical to informing your work at Elena's Light. By getting hands on experience with the day-to-day minutiae of our program, you will gain a better understanding of our overall operations - and can use those experiences to inform your own work!

RESPONSIBILITIES

- Conducting research to support grant proposals
- Analysis of internal & external data and presentation of such data in charts or graphic form
- Preparing budgets & tracking expenses
- Writing & editing components of grant proposals
- Creation of a grant application goals list
- Collaboration with the Elena's Light staff to create fundraising events
- Staffing of fundraising events
- Presenting grant proposals to the staff and the board of directors
- Conducts quarterly reporting and provides regular analysis of budget & funding status to staff & board members
- Work involves managing multiple priorities and planning and organizing to meet established deadlines
- Send personalized handwritten thank-you notes to any investors, funding agencies, or donors
- 2 hours per week of ESL tutoring

REQUIREMENTS

- Working knowledge of Google Business Suite
- Working knowledge of databases and MS Office (especially Excel)
- Strong research skills (or a willingness to learn!)
- Experience with budgetary projections and analysis
- Strong math skills
- Excellent, professional-level verbal and written communication skills to exchange technical and complex information
- Strong organizational skills
- Being a creative self-starter is a plus!

TIME COMMITMENT

- minimum of 8 hours per week, 2 hours of which is ESL Tutoring
- Minimum of 1 weekly meeting (via skype or in-person) with your direct supervisor
- Flexible schedule – we are happy to work with you!
- Ample opportunities for telecommuting and working in a virtual-office