



# Grant Writing Intern

## Volunteer or Intern Position Description

### *Position & Responsibilities*

---

#### **Role Summary**

The Grant Writing Intern is responsible for assisting Tubman's grant writing team. The position includes researching grant opportunities, writing grant proposals and reports, and gathering and analyzing data and organizational outcomes.

#### **Impact & Benefits**

- Make a difference by helping to secure public and private grants, which provide financial support for Tubman, enabling our organization to continue to serve clients
- Gain valuable grant writing experience within a nonprofit social service organization
- Learn more about behind-the-scenes nonprofit fundraising efforts

#### **Position Responsibilities**

- Research grant opportunities, including funder priorities, recently funded proposals, requirements, and deadlines
- Gather and analyze data on community demographics and service trends
- Communicate with program staff to get updates on client services and outcomes
- Assist in writing corporate, foundation, letters of inquiry, and government proposals and reports

### *Qualifications & Expectations*

---

#### **Position Qualifications**

- Strong professional writing and editing skills, ability to write clearly and persuasively
- Proficient with Microsoft office and internet research
- Excellent organizational skills and attention to detail
- Ability to work collaboratively and independently
- Ability to work with diverse teams to foster a culturally inclusive environment
- Ability to maintain confidentiality

#### **Time Commitment & Availability**

- 10-15 hours per week for 6+ months. Must have daytime weekday availability.

#### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training series
- Supervised by the Grants and Contract Manager and the Grants and Reports Coordinator

#### **To Apply**

- Complete online application and email cover letter, resume, and writing sample to [jbrown@tubman.org](mailto:jbrown@tubman.org)

### *Organization*

---

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.