



Position: Grants Researcher & Writer Internship

Location: Mix between remotely and at Posner Center for International Development: 1031 33rd Street, Suite 174, Denver, CO 80205 (when that is available)

Hours Per Week: Minimum of 10

Compensation: Unpaid, Posner Network and Provisions

Start Date: Immediate to run for a minimum of 6 months from start date

Description

Mission: Hope Shines, a nonprofit organization whose mission is to enhance and improve the lives of orphans and vulnerable children in Rwanda through unique health and education programs. Our organization is small but developing and we are seeking a special individual to help us continue to fund our critical efforts in Africa and beyond.

Position Description: Works under the direction of the Executive Director. This position will help improve the fundraising reach of Hope Shines by identifying potential grants and funders that align with the mission. Once identified, the intern will begin the process of applying for grants.

Job Duties and Responsibilities

- Work directly with the Executive Director (ED) to produce researched results of grants and funders
- Use necessary research platforms and methods to identify opportunity grants for Hope Shines
- Be able to communicate clearly and concisely to foundations and gatekeepers of grant foundations to build relationships
- Be able to call foundations to get questions answered and can be persistent through communications
- Quickly become familiar with Hope Shines and be able to translate this into a quality grant submission
- Manage your time to allow in person and phone/video meetings weekly with the Executive Director to discuss the grants plan and progress

Required Knowledge, Skills, and Abilities:

Ideal candidates will be currently enrolled in, or will have completed, a bachelor's or graduate degree program with a preferred background or interest in non-profit management, business/international business, communications, writing, or just have a passion for this type of work! Past experience in grant writing experience a plus but not required. The candidate will need to be **self-motivated** and seek out guidance and feedback from the Director as needed. This role requires a go-getter and someone who enjoys writing. Getting things done proactively holds a higher value than anything else.

Applying for the Position

Visit www.hopeshines.org to learn more about Hope Shines' mission. Send a cover letter explaining your interest and experience, a writing example, and your resume to jobs@hopeshines.org