



GLOBAL ORPHAN FOUNDATION

caring for the world's most vulnerable children

Grant Writing Intern

Organization

Founded in 2007, the Global Orphan Foundation exists to advocate on behalf of the orphan, and respond with action to provide holistic care for orphans and vulnerable children worldwide.

For more information, please visit www.globalorphanfoundation.org

Position

Reporting to and in partnership with the US Director, the Grant Writing Intern (Intern) will assist the Director in creating sample requests that can be used as guides for any future requests. The Development Intern will provide support for on-going development activities including prospect research, grant writing, and upkeep of our donor database.

This position requires strong listening, research, writing, and analytical skills.

The desired individual will have an outgoing and friendly personality; demonstrated professionalism and tact in communications with a diversity of individuals; strong organizational and time management skills; acute attention to detail and ability to work well independently.

Hours and Compensation

Part-time 5-10 hours per week; unpaid internship with flexible office hours. We will work with Universities / Colleges to establish internship credit.

Responsibilities

- Track / document communications with funders and assist with updating donor database
- Foundation and Grant Research
- Prospect research, proposal development and writing in conjunction with the Director
- Accurate and timely production of draft and final proposals
- Submit corporate requests as time allows

Qualifications

- Student or recent graduate from an accredited university with a focus in non-profit management, public affairs, or related field.
- Excellent verbal and written communication skills.

To apply send resume with writing samples to info@globalorphan.org. No phone calls or in person visits, please.