



## Grant Writing Internship

### Reports To:

Chase Mills, Operations Manager - chase@takemar.org

### Details:

This is an unpaid Internship with a minimum requirement 8 hours per week. All interns are required to attend an Intern On-Boarding Day as described at <https://www.takemar.org/internships>. If the intern is seeking college credit, it is the responsibility of the intern to check with their school to apply accordingly.

### Requirements:

- Must have an interest in sustainability initiatives.
- Must have a computer & reliable internet.
- Must have 8 hours per week to volunteer for Take MAR.
- Must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.

Duration: **January 29th, 2024 - April 29th, 2024**

**IMPORTANT:** We require an hour long virtual meeting each week to review assignments and delegate tasks for on-going projects. The rest of your hours will be working independently. Schedules will be determined based on intern applications.

**Location:** Online via Google Hangouts or Zoom

### Responsibilities:

- ✓ Research related grant topics and strategies to promote regeneration
- ✓ Provide support and receive mentorship as pertains to the full range of activities required to prepare, submit, and manage grant proposals to federal, state, local and private foundation funding sources
- ✓ Support the Grant Manager in maintaining a calendar of submissions and other deadlines to ensure timely submission of letters of inquiry, proposal deadlines, and reports
- ✓ Support the Grant Manager in ensuring agency compliance with all grant requirements.
- ✓ Assist in the management of supplemental material required for proposals
- ✓ Contribute data and leads to a grant database
- ✓ Maintain confidentiality and ensure compliance with related policies
- ✓ Writing quality grants, proposals, and fundraising materials for the purpose of raising funds for our key projects
- ✓ Organizing content, information, and more in a google drive & CRM system
- ✓ Learning how to use CRM and grant portals when necessary to engage in launching grant content
- ✓ Communicate with the department lead to prioritize needs for the week
- ✓ Present grant opportunities and strategize with the team for effective fundraising efforts
- ✓ Additional tasks that may arise to carry out the success of the organization

### ACKNOWLEDGEMENT:

- ★ All interns will need to sign a waiver, NDA, and intern agreement.
- ★ Must reference the operations manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented if interacting with Take MAR in-person or during events.

Sign up today at [www.takemar.org/internships](https://www.takemar.org/internships) in the bottom form.