



## Grants Intern Project Description

**Title:** Grants Intern

**Reports to:** Executive Director

**Summary:** This internship position assists Catholic Charities leadership with grant-related duties for the fiscal year. This opportunity will provide experience in development and grants activities for a medium-sized non-profit organization by allowing the intern opportunity to assist the Executive Director and development department in activities such as researching, preparing, writing, and reporting on government, foundation, and corporate grants.

Possesses a strong commitment to the mission of Catholic Charities including an understanding of Catholic Social Teaching and ability to demonstrate the Catholic philosophy and values of the agency.

**Start Date:** Flexible

**Duration:** Flexible; 10 hours per week minimum

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of the Executive Director and other agency leadership, the grants intern will:

- Gather and organize grant information and documents across agency programs
- Assist in creating and maintaining an annual grant-making calendar
- Assist agency leadership in drafting grant proposals
- Support agency leadership in conducting relevant research and data analysis for grant proposals and reports
- Develop updated program summaries outlining agency programs for funders
- Assist in gathering and organizing program evaluation data across programs
- Manage timely and professional communication
- Attend and participate in agency, program, and departmental trainings, meetings, activities, programs, etc. as required
- Assist with other activities that support the development department, as requested

### QUALIFICATIONS

Currently has or is pursuing an undergraduate or graduate degree in Communications, Marketing, Social Work, Public Administration, English, Nonprofit Management, or a related field. Previous academic, professional, or volunteer experience in research and writing preferred. Previous work or volunteer experience in non-profit organizations preferred.

### Computer Skills

Demonstrates strong computer skills and familiarity with commonly used programs, including Microsoft Office Suite. Ability to learn and effectively use various data collection and database management



systems to record data required. Demonstrates strong proficiency with Internet tools and techniques for searching, extracting, and processing information.

### **Workplace Ethics**

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities adheres to the social and moral teachings of the Catholic Church.

### **Communication Skills**

Exhibits strong interpersonal communications, including written and verbal communication skills. Keeps others adequately informed and exhibits excellent team building abilities. Expresses ideas and thoughts clearly. Exhibits excellent listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social concerns and problems. Ability to communicate the mission and services of Catholic Charities both within the agency and community. Strong public speaking skills preferred.

### **Other Qualifications**

Ability to successfully pass a child abuse registry check and criminal background check and requires completion of the Protecting God's Children VIRTUS training session. Licensed to operate a motor vehicle and ability to meet agency auto insurance coverage requirements. Local travel required.

### **Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.