



We build strength, stability, self-reliance and shelter

Grant Writer Internship (Unpaid),

Fall 2021

About

Our mission is dedicated to building decent, affordable housing with families that live in substandard and unaffordable housing and to make decent shelter a matter of conscience and action. Our vision is seeing that all residents of the greater Providence area live in decent, affordable homes.

Under the leadership of the Board of Directors and its new Executive Director, the Greater Providence affiliate has developed an ambitious but viable strategic plan to structure, streamline, and scale up its program services.

The Fall 2020 internship cohort offers individuals an opportunity to work independently and as part of a team to make an immediate and direct positive impact, build new professional relationships, and develop valuable professional skills.

Internship Description

We seek a dynamic, self-starter to assist with the identification of appropriate grantors and the execution and timely submission of grant requests. This internship is an excellent opportunity to experience various aspects of grant writing and philanthropic strategy while working for a well-known community-based nonprofit organization.

- Identify and research potential grantors
- Accurately develop and produce grant proposals in a timely manner
- Write, revise, and edit drafts including executive summaries, conclusions, and organization credentials
- Coordinate requirements with contributors and contribute proposal status information to meetings
- Work closely with Development team to coordinate donor experience

Internship Responsibilities

Tasks may include the following:

- Research potential grantors and philanthropic strategy
- Cultivate relationships with donors
- Writing and editing grant proposals
- Monitoring and documenting communications
- Assist with coordination of donor recognition
- Contribute proposal status to meetings



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Requirements

- A minimum weekly commitment of 8 hours
- Able to work remotely and participate in video conferencing
- Current enrollment or recent completion in a related Bachelor or Master's degree
- Commitment to the mission and goals of Habitat for Humanity
- Strong desire to learn along with professional drive
- Excellent writing, verbal, proofreading, editing, phone and organizational skills.
- Excellent knowledge of Microsoft® Office
- Familiarity with grant writing and philanthropic strategy is a plus!

Benefits

- Practical experience with current grant writing techniques and best practices
- Engagement opportunities with successful development and fundraising professionals
- Opportunity to participate in organization meetings
- Make new friends
- Flexible schedule

Apply

Send your resume or LinkedIn URL and the contact information of one professional reference (e.g., professor, former employer, etc.) to Mark Kravatz, Executive Director (kravatz@habitatpvd.org)

Habitat for Humanity of Greater Providence does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.