



## **JOB DESCRIPTION**

Position: **Grants Intern**

Classification: Intern

Status: Part-time, Hybrid Remote/In-Person

Reports to: Grants Manager

Location: Tacoma, WA

Updated: June 2022

## **POSITION SUMMARY**

An effective communicator who is organized and efficient, the **Grants Intern** will assist with all stages of grant writing and grant management, including research and prospecting, grant tracking, management hygiene and database maintenance, proposal writing and editing, and will assist in other duties as assigned.

Self-motivated and detail-oriented, the Grants Intern will support the Development Team and play a key role in helping to successfully support the mission of Degrees of Change (DoC) through resource development.

The Grants Intern will gain valuable experience in grant writing and management as well as grants best practices. They will deepen their understanding of how non-profit organizations operate, how grants are identified and solicited, and how foundation relationships are maintained.

## **EXAMPLES OF SPECIFIC RESPONSIBILITIES**

### **GRANT RESEARCH & PROSPECTING**

- Assist the Grants Manager in foundation research to identify potential matches for future proposals.
- Investigate pre-identified funder matches and determine designation alignments and proposal details.

### **GRANT WRITING & EDITING**

- Draft preliminary partial or full proposals.
- Edit and revise drafts authored by other members of the Development Team.
- Review internal documents for clarity, consistency, and concision.
- Provide support to the Grants Manager on ad hoc projects as assigned.

### **GRANTS MANAGEMENT**

- Support database transition with accurate data transfer and input.
- Assist the Grants Manager in other filing, data input, deadline tracking, etc. tasks as assigned.

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Commitment to the mission and values of Degrees of Change.
- Pursuing a college degree.
- Deep commitment to educational, racial, and economic equity.
- Effective and efficient communicator with strong presentation and writing skills.
- Strong organizational, administrative, and interpersonal skills.
- Self-motivated, detail-oriented, flexible, and receptive to constructive feedback.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).

**TO COLLEGE AND BACK. TOGETHER.**

We prepare diverse, homegrown leaders to succeed in college and use their degrees to build more vibrant and equitable communities.