



GRANT WRITER INTERN DESCRIPTION

Internship Title: **Intern Grant Writer**

Effective Date: **February 2017**

Revision Date: **January 2017**

NATURE OF WORK

Under close supervision, assist with the identification of appropriate grantors and the execution and submission of grant requests.

Work Summary:

Interns need to be capable of researching funding opportunities with fixed guidelines initiating and maintaining contact with foundation and writing grants for eligible funding. This would require an intern with strong research, writing and analytical skills.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prospect identification, research, proposal development and writing. Accurate and timely production of final proposals.
- Initiate and maintain relationships with grantors. Track and document communications
- Maintain donor database
- Assist with donor outreach and cultivation
- Assist with answering the phone and greeting visitors as needed

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in the field when conducting appraisals; subject to sitting for extended periods of time, standing, and walking; exposure to variable weather conditions is involved.

EMPLOYMENT STANDARDS:

Junior, Senior, graduate student or recent graduate from an accredited university.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Methods and techniques for grant fund budget preparation and analysis.
- Standards and requirements for grant program financial and operational reporting.
- Automated financial systems and software.
- General office practices and equipment.
- Standard computer software applications.
- Fund accounting principles.

Skills in:

- Coordinating and conducting a variety of skilled administrative support functions.
- Preparing and maintaining correspondence, reports, and other types of documentation.
- Administering grants and contracts, and performing grant fund accounting functions.
- Maintaining accurate records to meet grant funding agency requirements.
- Scheduling and organizing meetings, appointments, social functions, and other departmental events.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.

Application Process

- Send a cover letter, resume, references, writing samples to tamara.hayes@lewiscountywa.gov
- No phone calls or walk-in inquiries will be accepted.