Freedom 4/24 exists to bring freedom and justice to victims and survivors of sexual exploitation and trafficking through providing awareness and education and expanding the work of our partners.

Job Title: Grant Writing Internship

Reports To: President

Date: Spring/Summer/Fall Internship

Compensation: Volunteer/Unpaid

SUMMARY

To serve as the Grant Writing Intern with the aim of supporting the Freedom 4/24 staff in attaining funding through foundation/corporation grant opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Research and help identify potential grant opportunities
2. Organize grant opportunities according to deadline, alignment with mission/focus, ease of application, etc.
3. Create goals for semester around number of grants to be completed/submitted
4. Work with staff to research and write text for various grants
5. Other duties as assigned by the Freedom 4/24 staff.

SUPERVISORY RESPONSIBILITIES

This internship does not require any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be self ­motivated and have the ability to problem solve and to seek out creative solutions independently but also understand that program development requires community effort.

EDUCATION and/or EXPERIENCE

Completed at least two years of full­-time studies at a university or equivalent institution toward the completion of a degree in public health, public administration, non-profit management, communications, marketing, English, or similar areas of study. Grant writing experience is preferred; writing samples are required.

Experience in nonprofit work is desired but not required; however, it is essential to have the understanding that working in the nonprofit world means being flexible and willing to serve in varying capacities.