

Grant Writing Development Intern TLT Learning Leaders

About this position

The TLT Learning Leaders Internship program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge. Each Intern will be exposed to the daily tasks related to their writing, journalism, research, educational track (projects, meetings, and creative brainstorming), as well as administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a non-profit organization.

Key Responsibilities:

TLT- Tomorrow's Leaders Today is currently seeking an intern to help with the development and grant writing activities. This is an excellent opportunity for an individual seeking to gain more experience in grant and funding research, writing, and planning special event fundraising activities for a non-profit organization.

Under the supervision of the Director the intern will have the following responsibilities and tasks:

- Draft compelling grant proposals and conduct relevant research and data analysis for the proposals
- Identify, through research, public and private grant and corporate sponsorship opportunities for the programs within the organization
- Develop program summaries, outlining how each of our programs are run for funders
- Assist in maintaining the annual grant making calendar
- Assist in preparing donor materials, including packets, thank-you letters
- Be part of the planning and execution of special event fundraising campaigns, appeals, and events

Qualifications:

- Excellent writing, verbal, proof reading, editing, and email communication is required
- Flexible and self-motivated
- Detail oriented, with the ability to prioritize under deadlines
- Proficient in Microsoft Office products, specifically Word and Excel, as well as Internet search tools
- Understanding of or prior work/volunteer experience in non-profit organizations is a plus

Work Schedule: Flexible, up to 12 hours per week

Physical Demands and Work Environment:

- Frequently required to sit, stand, and walk
- Continually required to talk or hear
- Continually required to utilize hand and finger dexterity
- Continually utilize visual awareness to operate equipment, read technical information, and/or use a keyboard

About TLT - Tomorrow's Leaders Today, Inc

TLT: Tomorrows Leaders Today, Inc. is a 501(c)3 nonprofit organization dedicated to helping develop youth leaders through education, collaboration and mentorships with community & business leaders for the collective benefit of the students and their communities.

Location - REMOTE

Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

Company Details

COMPANY SIZE

1 - 10 employees

INDUSTRY

Non-Profit

HEADQUARTERS

Collin and Denton County, Texas

WEBSITE

SOCIAL MEDIA

<https://www.TLTLeaders.org>

<https://www.facebook.com/TLTLeaders.Org>

<https://www.linkedin.com/company/64271191>

Contact Information

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