

## Grant Writing Intern TLT Leading Leaders



### About this position

The TLT Leading 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 grant writing activities. This is an excellent opportunity for an individual seeking to gain more experience in grant and funding research and writing for a non-profit organization.

### Under the supervision the intern will have the following responsibilities and tasks:

- Develop program summaries, outlining how each of our programs are run
- Draft compelling grant proposals
- Conduct relevant Foundation research for grants
- Assist in maintaining the annual grant calendar
- Identify, through research, public and private grant, and corporate sponsorship opportunities for the programs within the organization

### 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, 6 to 12 hours per week commitment

### **About TLT - Tomorrow's Leaders Today, Inc**

TLT: Tomorrow's 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**

Denton County, Texas

**WEBSITE**

<https://www.TLTLeaders.org>

**SOCIAL MEDIA**

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

<https://www.instagram.com/tltleaders/>

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

## WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

Elaine Smith-Poyourow

[info@tltleaders.org](mailto:info@tltleaders.org)