



Grant Writing Remote Intern

TLT-Leading Leaders

About this position

The TLT- Tomorrow's Leaders Today internship consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship 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 major career track in operations management, business administration, public administration, liberal arts, or law (projects, meetings, and creative brainstorming), as well as necessary nonprofit and corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a successful and established 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, proofreading, 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, well as Internet search tools
- Understanding of or prior work/volunteer experience in non-profit organizations is a plus

Work Schedule: Flexible, minimum 6 to 12 hours per week commitment required

Mandatory Weekly Team Meetings based on team –

Team AM – Tuesday at 11:30 am- 12:30 pm

Team PM – Tuesday at 5:30 pm – 6:30 pm

Weekly team meetings and bi-weekly one-on-one coaching sessions are held under the supervision of a supervisor.

About TLT - Tomorrow's Leaders Today

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.

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>

<https://twitter.com/TLTLeaders>

https://www.youtube.com/channel/UCrPNTIq4_oBKrM3QvTJR0Ww

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

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