**Understanding Works – A BOOK by ME internship**

**Grant Writer/Fund Development Intern** – Understanding Works NFP is offering a unique internship to experience the inner workings of funding a not-for-profit organization. In this role you will be empowered to research, write, and submit grants with the flexibility to explore new avenues for funding.

Understanding Works NFP is committed to preserving the stories of courageous men and women from the World War II generation. The unique intergenerational storytelling blends the hero’s own words with young artists that author and illustrate the stories to bring it alive to the reader. Our vision is to preserve stories of tolerance, empathy, respect, and hope to inspire our generation and future generations.

Thus far 90 books have been published based on the stories of World War II veterans, Holocaust survivors, and human rights. The books are donated in discounted sets to public and school libraries to be available to educators to incorporate in their curriculum. The books are also available individually on Amazon.

Our goal is to secure funding to increase the readership of these priceless hero stories. This can be accomplished by increasing the availability of the books at the national level to educators and students.

We are seeking a dynamic intern who has a heart for nonprofit organizations, exceptional writing and research skills, and a desire to gain experience in grant writing and creating a vision for future funding. You will represent the organization to build a network at the national level.

**The responsibilities for the intern include:**

• Research to identify available government and private funding opportunities

• Write compelling proposals and all supporting documents for appropriate grantors

• Generate funding for the organization with the execution and submission of grant requests and other fund-raising proposals

• Knowledge of guidelines for all local, state, and national guidelines for the grant submission process

• Serve as a liaison between funding agencies and Understanding Works NFP

• Provide ongoing communication with key stakeholders with progress reports

• Document fundraising procedures and best practices

• Create a future fundraising proposal for the Executive Director

**What it takes:**

• Passion for not-for-profit organization and the overall mission

• Excellent written and communication skills

• Self-motivated with a positive attitude

• Quick learner and eager to grow

• Strong research and analytical skills

• Grant writing/fundraising experience a plus

• Seeking candidate at college sophomore level or higher

**What we offer:**

• Leadership skills through ownership of grant writing and fundraising projects.

• Gain insights on the opportunities and challenges of an established nonprofit organization.

• Mentoring and coaching from the Understanding Works team.

• Support for your personal and professional goals.

• Flexibility; Internship is entirely virtual

**What we need:**

• Commitment to working 10 hours per week

**What to know:**

• Internship is unpaid

• This internship will be virtual/remote

**Where to apply:**

Please submit a cover letter and resume to Understand Works NFP to:

Denise Moore – NFP Business Development @ dekeyrel@machlink.com