

Internship: Grant Writing/Seeker
Unpaid Student Intern #L3125
Fundraising
Akron Office

Legacy31 is the primary provider of faith-based education, advocacy and prevention services for people impacted by Intimate Partner Violence (IPV). Our mission is to through education, advocacy, prevention and community outreach, we will work to make silenced voices of survivors heard. The need of a survivor to have a safe space to speak loudly and unapologetic, while they continue to heal as God intended will be a reality through Legacy31.

Job Description

Legacy31 is currently seeking an intern to help with the grant writing and fundraising activities planned for 2022. This is an excellent opportunity for an individual seeking to gain more experience in grant and funding research, writing, and planning activities for a small non-profit organization.

The intern will work in collaboration with the CEO and board grant writer.

- Under the supervision of the CEO, 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 advocacy programs within the organization.
- Develop program summaries, outlining how each of our programs are run for funders
- Assist CEO and board grant writer in maintaining the annual grant making calendar.
- Assist in preparing donor materials, including packets, thank-you letters, and processing incoming donations
- Be part of the planning and execution of fundraising campaigns, appeals, and events

Qualifications

- Undergraduate (junior or senior) or graduate student with experience in Communications.
- Excellent writing, verbal, proof reading, editing, and professional phone 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
- Previous experience in research and/or grant writing

- Previous experience in event planning is preferred
- Understanding of or prior work/volunteer experience in non-profit organizations is preferred

Duration: flexible; 4 months, renewable, 10-20 hours per week

To Apply: Cover letter, resume and reference contact information to: info@legacy31.org and write Student Intern Position # L3125 in the email subject line. Only email submissions will be accepted