

Grants Officer Internship Volunteer Position Description

Impact on Catholic Engineering Corps' (CEC) mission + vision

The volunteer will have the opportunity to powerfully impact the work of CEC as well as the entire international development community in providing the resources to complete sustainable engineering projects with communities in need which serve the least of these (Mat 25:40). We are looking for a Grants Officer who can support us with diverse tasks that include looking for grants opportunities, project development, proposals writing, and liaising with potential partners and donors. In this role you'll be a key contributor to the continued existence of CEC, which is dependent on grants to survive, and to the creation of new projects and partnerships. To do this successfully, you'll need drive, passion and follow through.

Description + Responsibilities

Intern to focus on improving what CEC offers communities in working on quality engineering projects.

- Researching and identifying new grant opportunities on a weekly basis.
- Summarizing relevant grant opportunities and suggesting how to best respond and comply with them.
- Researching information and data necessary for grants and grant reporting.
- Supporting the design of new projects.
- Supporting with proposal writing.
- Maintaining necessary records, files, reports, databases, and resource materials for the Grants team.
- Working with the wider Second Tree team to ensure that all project proposals align with organizational, and program strategies.
- Establishing and maintaining connections with funding bodies.

Qualifications + Requirements

- Must be enrolled as an undergraduate or graduate student in course of study in grants, fundraising or similar area; or have work experience in the field.
- Professionally communicate in English (verbally and in writing).
- Read, comprehend, interpret, summarize and follow proposal guidelines.
- Conduct thorough, high-quality, independent research.
- Work both independently and as part of a team
- Manage and prioritize projects effectively to meet team and proposal deadlines.
- Work to tight deadlines with flexibility and a problem-solving attitude.
- Ability to handle and prioritize multiple projects.
- Have excellent organizational skills and ability to work under deadlines.
- Be confident, professional, enthusiastic and completely ethical.
- Have a highly developed ability to work independently within a strong teamwork ethos, as well as collaboratively with colleagues to achieve common goals.
- Excellent interpersonal communication skills, both verbal and written.
- Ability to work effectively and independently in a fast-paced environment.
- Proficiency in data entry using Excel, Word and Power Point (or equivalent) & Internet fluency.

The ideal candidate will have:

- Working knowledge of project management techniques.

- Knowledge of and experience with grant-giving bodies and other external funding sources (e.g. Rotary).

Who am I accountable to? Who is accountable to me?

The volunteer will be accountable to Joshua Knight, P.E., Ph.D., CEO, or Development Director.

Financial Commitment

Volunteers are strongly encouraged to attend international projects they help with. Typical costs incurred by the member include travel, accommodations, meals, visa, vaccinations, etc., usually \$2,500-\$4,500. We do have a fundraising platform and can assist you in this effort if you would like to raise funds from family and funds for the trip.

Time Commitment

Minimum of 8 hours/ week, 120-hour minimum (duration can match semester/summer length)

Commitment Duration

*Duration can be from **8** weeks to **20** weeks, depending on time availability of the volunteer.*

Location

While it is ideal for the intern to be in Metro Denver for regular meetings, remote location could work with a highly self-motivated intern.

Application

To apply, please submit the following to: info@CatholicEngineeringCorps.org.

1. Your resume
2. Your cover letter
3. Copy of your qualifications (If applicable)

In your mail, please:

1. Put “**Grants Officer**” as the subject line
2. Specify the dates you would be available to volunteer (starting date and length), as well as hours commitment per week.
3. At the end of the email, copy-paste the link of the ad you are responding to

If the application includes all of these, we will get back to you in a maximum of 48 hours.