

Intern Placement Description

Program:	Internship Program
Job Title:	Grant Writing Intern
Department:	Development Department
Reports to:	Development Director

About

Latino Professionals is a 501(c)3 nonprofit organization focused on helping Latinos reach their full potential, empowering them with the knowledge and resources that open doors of opportunity and equality for all. The organization runs an array of educational and outreach programs to increase knowledge, awareness, and support for all.

Our programs have provided hundreds of Latinos with the education tools necessary to improve their professional development and their community, manage career growth, and connect with each other as well as corporate partners. Latino Professionals also provides education to high school as well as college students. Latino Professionals also conducts educational programs aimed at helping navigate careers, networking, and executive leadership summits. The organization also conducts advocacy and educational programs to increase public awareness of the importance of supporting all Latinos and promote solutions that will help create equity for all.

Intern Duties & Responsibilities

Latino Professionals Intern duties and responsibilities includes but is not limited to the following projects:

- Engaging opportunities for you to apply your critical thinking skills and education in a
- philanthropic and professional work environment
- Explore career and leadership opportunities in the nonprofit sector
- Interact and collaborate with diverse staff and funding partners from foundations, corporations,
- and government entities across the country

This position will work closely with the Grants Manager in writing, submitting, and researching grants for Latino Professionals. The intern can expect to develop confidence and marketable skills by engaging in or assisting with many of the following activities:

- Conduct research on city, state, and federal government grant opportunities that are aligned with the organization's core values and mission.
- Conduct research on potential grant opportunities with local foundations and corporations for grant and/or sponsorship funding opportunities.
- Review and summarize requests for proposal (RFPs) and attend webinars, as needed.
- Provide support to the Grants Manager in writing grant applications.
- Collaborate with Communications, Advocacy, Development, and Programs Departments in developing concept, clarifying opportunities, and collecting vital information for grant applications.
- Assist in projects and tasks that ensure timely grant proposal submissions.
- Research data to help support proposals, providing source documentation.
- Communicate and confirm final grant deliverables with staff upon proposal approval.
- Assist in tracking, organizing, analyzing, and reporting data for grant applications and reports.
- Support ongoing, positive relationships with funders by maintaining ongoing communication, being responsive and accommodating funder requests.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a bachelor's degree and/or working towards a bachelor's degree
- Effective and concise writing skills, as well as effective/persuasive oral communications skills
- Qualified candidates should possess strong writing skills, attention to detail, and have a keen interest in equity, diversity, and community building
- Ability to multitask, perform in a team environment, and a demonstrated willingness to learn
- Ability to work independently
- Computer Proficiency – Microsoft Word, Excel, PowerPoint
- Professional appearance and positive attitude with good phone skills

Preferred Skills

Qualified candidates must be enthusiastic, reliable, and interested in equity, access, and inclusion and/or:

- Social justice, community building initiatives
- Possess an agility with numbers and analyzing data
- CRM experience a plus (Donor Perfect, Salesforce, Blackbaud)

This placement description reflects management's assignment of essential functions. It does not prescribe nor restrict responsibilities that may be assigned. Apply to info@latinoprofessionals.com with cover letter, writing sample, and resume.