

# Grant Writer Intern

## Job Details

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Job Location	Position Type	Education Level	Job Category
Remote Services	Part-Time Intern	3rd or 4th year College Student	Nonprofit - Social

## Description

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The Grant Writer will identify, define, and develop funding sources to support existing and planned program activities and lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. Grant management of Federal and private funding as needed. Primary responsibilities include the preparation of proposals and grant applications and performance of responsible professional and administrative work in researching, identifying, developing, and responding to public and private grant opportunities in areas that support Her Well programs. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies.

### Your Schedule:

- 25 hours a week
- Local Travel: 25%
- Work Model: Remote

Imagine a place where your skills can make a difference in people's lives. Working at the Her Well Center gives you a rewarding experience in which our employees work together to empower survivors to reclaim their hope, regain their voice, and resist the urge to isolate. We are committed to doing the work and challenging each other to be an organization where everyone is respected and heard.

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# Qualifications

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## **The Requirements We are Seeking:**

- 3rd or 4th year College student in Accounting, Finance, Social Work, or Marketing
- Previous grant budget development and management
- A proven record of securing major grants or scholarships with certifiable references
- Knowledge of grant application process, scoring criteria, and funding cycles
- Previous federal grant application, submission, approval, and management of funds
- Excellent writing and verbal skills
- Be highly organized with the ability to implement systems and follow-up processes
- Proficiency in research, interpreting, and analyzing diverse data
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- Valid Texas Driver's License

## **What you Deliver in this role:**

- Researches and identifies new government, corporate, foundation and private funding prospects to match College priorities
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Her Well, and the requirements and guidelines of the funding agencies
- Generates revenues for GC programs through timely submission of well-researched, well written and well-documented grant proposals
- Maintains primary responsibility for grant schedules and tracking grants
- Serves as a liaison to all funding agencies and organizations
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals
- Coordinates and follows-up on the progress of submitted proposals
- Coordinates with the Business Office to create expenditure and income budgets to accompany proposals;