



**Title of Position:** Grant Writing Intern

**Purpose:** Interns will contribute their time, skills, and expertise and in exchange will gain experience in grant writing for non-for-profit organizations. The Grant Writing Intern will support the Development Department Staff.

**Requirements:**

- Proficiency in Microsoft Office Programs
- Ability to work independently in a fast paced environment
- Previous grant writing experience is desired

**Training:** Attend initial orientation meeting with program manager. Attend ongoing trainings as required by the manager.

**Location:** 417 Welshwood Drive, Nashville, TN 37211

**Commitment:** Minimum of 15 hours per week; Consistent availability Monday through Friday between 9am-5pm; Specific schedule to be negotiated with supervisor. Remote work available up to 5 hours/week.

**Duties:**

- Co-write annual report
- Research, write, edit and submit grant applications and reports
- Attend local donor meetings with Director of Development and CEO
- Provide follow up materials to donors on timely basis
- Help secure gifts from new and current donors
- Help manage the development of event materials (brochures, posters, invitations, etc.)
- Help coordinate database, tracking of donors and potential donors, includes prospects

**Supervisor:** This position answers to the Development and Outreach Manager. If interested in the position, please apply [here](#) and email a resume to [emma@empowernashville.org](mailto:emma@empowernashville.org).