



Grant Writing Intern

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Workforce Development Intern will report to the Occupational Specialist and will work closely with education program staff.

Title of Position: Grant Writing Intern

Internship Period: January - May 2022

Purpose: Nashville International Center for Empowerment (NICE) serves refugees, asylees, and immigrants from all over the world coming the Nashville area. NICE serves this population by providing assistance with resettlement, employment, education, health, mentorship, and other community resources. The Grant Writing Intern will be a self-motivated individual who is an excellent verbal and written communicator and is interested in grant writing, nonprofit sector work, fundraising, public relations, and/or research. This intern will contribute their time, skills, and expertise and in exchange will gain experience in event planning, community relations and fundraising. The Grant Writing Intern will report to the Associate Director of Development and support the Development department staff.

Commitment: Minimum of 10 hours per week; consistent availability Monday—Friday between 9am-5pm; remote work available up to 5 hours/week; specific schedule to be negotiated with supervisor.

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.)

Training: Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in mid-semester and end-of-semester performance evaluations.

Location: 417 Welshwood Drive, Nashville, TN 37211 (others as specified by supervisor).

Supervisor: This position reports to the Associate Director of Development.

Please apply through NICE's Internship Application, and direct any additional questions to volunteer@empowernashville.org.