



job Title: Matching Grant Internship

Schedule: Monday to Friday 8am-5pm

Employment Type: Part-Time

Education: Bachelor's (Preferred)

Location: Flint Mi

Work Remotely: No

The Company

The Downtown Development Authority (DDA) collaborates with all stakeholders to provide a world class downtown that is active, thriving, and inclusive. Through investments in sound, sustainable infrastructure and civic amenities, the DDA corrects and prevents deterioration in the Downtown District to encourage historic preservation, to create and implement development plans and to promote economic growth.

Purpose of Position

Come learn how a passion for writing can translate into a fulfilling, recession-proof career in the common good! The Grant Writing Intern supports The DDA in researching grant opportunities, preparing applications, writing narratives, and performing program evaluation activities for grant-funded programs. Additionally, they will observe and assist in program development conversations, learn about the different functions of a city entity focusing on (communications, marketing, PR, fundraising, grant writing), assisting other staff as needed with writing and development projects.

Projects and Duties

- Manages and updates grants calendar and grants tracking documents.
- Assists in the preparation, creation, and submission of a wide variety of grants, including government grants and private/foundation grants.
- Creates and maintains a template database for grant language.
- Researches new funding opportunities from databases for new potential funders.
- Participates in the Professional Development Series for Interns.
- Completes an independent grant writing project, based on the interests of the intern and the available funding opportunities. Example projects include: developing a grant project with the DDA staff, writing grant proposals for that project, and submitting them; writing a program summary and identifying a funders to submit to; managing a data collection project;



Requirements:

- Currently enrolled in a graduate or undergraduate degree program strongly preferred (graduate students looking for non-academic career paths welcome)
- Passion and aptitude for learning about grant writing, grant management, and nonprofit careers.
- Highly organized, self-directed, and detail-oriented personality with excellent time management skills
- Strong writing skills (required), basic or intermediate Excel skills (preferred)

Time Commitment

- 16-20 hours per week (minimum 10 during business hours of 8-5pm Central Time).
- Both fall and spring semesters are ideal, but negotiable.
- Flexible schedule around academic calendar.

Benefits

- College credit, if applicable.
- Expanded career opportunities: grant writing is an invaluable skill that can make a candidate more competitive in nonprofit careers, even those outside of grants.
- Specific skills: technical writing, the 6-step grants process, project management via Microsoft Teams, basics of data tracking and program evaluation, intermediate Excel skills.
- As an employment services agency, Rise has a commitment to ensuring our interns have access to experiences and trainings that will augment their future job searches. These benefits include:
- Finished items for a portfolio and an updated resume section about the internship upon exit
- Industry connections and informational interviews with Rise staff and our greater nonprofit networks based on an intern's career interests
- A practical professional development series that teaches young professionals: Resume and cover letter writing; networking; job search skills, including how to tell which workplaces/managers/jobs are a good fit; salary negotiation and skills for advocating for wage equity.