



“Wishes & More® enhances the life of a child fighting a terminal or life-threatening condition by providing extraordinary experiences... and more”

Intern Position Description

Job Title: Intern – Grant-writing

Job Description: This intern will support the organization with grant-writing and sponsorship development.

Time Commitment: Weekly commitment – 6-20 hours per week
September - April

Responsibilities:

1. Research and write grant proposals / applications to local and national corporations and foundations seeking gifts for Wishes & More programs and administration
2. Follow grant-writing guidelines and best practices
3. Follow-up with organizations after initial application and seek personal connections
4. Maintain grant proposal spreadsheets
5. Represent Wishes & More in donor meetings
6. Effectively communicate with potential and current donors with acknowledgement correspondence
7. Other duties as assigned.

Minimum Qualifications: Proficient in Microsoft Office programs, strong organizational skills, skillful listening skills, excellent oral and written communication skills, ability to work independently. Career interest in non-profit organization, willing to accept a variety of tasks, and a positive attitude.

Preferred Qualifications: Grant-writing experience, previous experience working in a non-profit environment, currently enrolled or recently graduated from a post-secondary accredited college.