



CleveLawn is a local non-profit organization that was established in 2019. Our mission is to reduce violence and poverty throughout Cleveland. With our workforce development model, we help these communities by training them with the skills and behaviors required for success in the workforce. CleveLawn focuses on breaking down the barriers of entry for second chance citizens, individuals in long term recovery, and at-risk youth. Our vision is to beautify and sustain marginalized communities in the greater Cleveland area.

The Grant Writing Intern will support the development team in researching, drafting, and submitting grant proposals. This is an ideal position for students interested in nonprofit management, communications, or English, with a passion for making an impact through fundraising.

Job Description

Position: Grant Research & Writing

Status: Administrative Part-time, Hybrid, minimum 105 hours per semester

Salary: Unpaid, credit offered upon completion of the internship

Duration: Summer/Spring/Fall

Reports To: Internal Operations Director

Responsibilities:

- Collaborate with team members to develop compelling narratives that align with our organization's mission and goals.
- Monitor and track the progress of grant applications and reporting requirements.
- Support the preparation of grant-related documentation, including budgets and supporting data.
- Assist in drafting grant proposals and letters of intent under the guidance of the Development Manager.
- Maintain accurate and up-to-date files and records, both electronic and hard copy.
- Schedule appointments and meetings and manage calendars for multiple staff members.
- Assist with basic bookkeeping tasks, including accounts payable and receivable.
- Conduct research and gather information as directed.
- Provide general administrative support as needed.

Qualifications:

- Effective communication skills, Excellent written, verbal, and interpersonal skills
- Ability to work independently and creatively in a fast-paced environment.
- Proficient with Microsoft Office, Word, Excel, Outlook,
- Active (agile) project management experience is a plus.

Please send a resume and cover letter to Devon Ventura, Internal Operations Director at Dventura@Clevelawnohio.org.