

Development & Grants Internship Overview

The Development & Grants Intern at the Center for Arts-Inspired Learning (CAL) supports the organization's mission to transform lives through arts-inspired learning by advancing the sustainability of programs through fundraising and donor engagement. Interns gain hands-on experience in nonprofit development work, including grant writing, donor research, and data management.

Interns may focus on one or more of the following tracks, depending on interest and skillset:

GRANT RESEARCH & PREPARATION

Description:

Support CAL's efforts to secure funding by researching prospective grants and assisting in the preparation of application and reporting materials. Ideal for someone interested in nonprofit administration, writing, and program development.

Responsibilities:

- Research potential grant opportunities aligned with CAL's mission and programs
- Assist in compiling and formatting support materials for grant applications and reports
- Help maintain a grants calendar, tracking deadlines, submission dates, and reporting requirements
- Prepare drafts of standard documents such as organization descriptions, program overviews, and funding narratives
- Review past proposals and reports to identify reusable content and improvement areas

Goals & Learning Objectives:

- Gain an understanding of the grant application process from research through reporting
- Strengthen writing, editing, and formatting skills for nonprofit audiences
- Learn how to identify funders and align program needs with funding priorities
- Develop project management and time-tracking skills through grant calendars

DONOR & FUNDER RESEARCH

Description:

Assist in identifying and researching individual donors, foundations, and corporate funders to support strategic cultivation efforts. Ideal for a detail-oriented student interested in philanthropy, research, and donor relations.

Responsibilities:

- Conduct background research on individual, corporate, and foundation donors
- Compile profiles on potential funders, including giving history, interests, and affiliations
- Support preparation of briefing materials for development meetings and donor outreach
- Help track donor interactions and research findings in Salesforce CRM
- Assist in creating and managing CAL's volunteer program, including outreach, onboarding, and scheduling

Goals & Learning Objectives:

- Learn techniques for donor prospecting and philanthropic research
- Understand the donor cultivation process in a nonprofit setting
- Gain experience coordinating volunteer efforts and community engagement strategies
- Develop skills in compiling and translating research into useful information for strategic decision-making
- Build practical experience with CRM tools like Salesforce

DEVELOPMENT SUPPORT & DATA MANAGEMENT

Description:

Help the Development team with backend support, database management, and stewardship tasks. Ideal for someone interested in nonprofit systems, analytics, and operations.

Responsibilities:

- Update donor and grant records in Salesforce, ensuring accuracy and completeness

Responsibilities (continued):

- Assist in data entry and reporting for development campaigns and communications
- Make stewardship and thank-you calls to donors and community partners
- Help file grant-related paperwork and maintain organized digital records

Goals & Learning Objectives:

- Build familiarity with CRM systems and the role of data in nonprofit development
- Develop professional communication skills through donor interaction
- Learn about donor stewardship and the importance of relationship management
- Understand data integrity and how it supports strategic fundraising decisions

This internship offers a well-rounded experience for students interested in nonprofit development, grant writing, research, and data systems. Interns will gain valuable, real-world experience that prepares them for future roles in fundraising, nonprofit management, or public service.

We're grateful for interns who bring flexibility, reliability, and a commitment to working safely with our community. Because many of our programs take place in the evenings or on weekends, flexible availability is important. Reliable transportation is also needed, as interns may travel to different program sites. To ensure a safe environment for all, interns should either have or be eligible to obtain Ohio BCI and FBI background clearance.

Applicants, please submit the following materials to Cat Derrick, CAL Director of Development, at cderrick@arts-inspiredlearning.org by November 30, 2025:

- Cover letter
- Resume
- Writing Sample

Discover more about CAL by visiting www.arts-inspiredlearning.org!