

# MajorCare Ministries Inc.

Email: [majorcareministries@yahoo.com](mailto:majorcareministries@yahoo.com)



## Grant Writing Intern

### Job Description

MajorCare Ministries is a 501c3 non-profit organization. Serving the communities of Cleveland, Ohio. It is our mission to empower individuals and families to take authority over their lives through education, recreation and prevention. It is our vision to eliminate Illiteracy, Hopelessness and Unhealthy Mental Health

This position requires prospect identification, research, proposal development and writing in conjunction with faculty, staff and volunteers.

- Accurate and timely production of final proposals
- Initiate and maintain relationship with grantors. Track and document communications
- Assist with updating and maintaining MajorCare donor database
- Research potential major donors
- Assist with donor outreach and cultivating

Prospective candidates primary focus will be this program and programs currently in progress.

The Major Care Ministries Cultural Arts and Education Program is designed as an all-inclusive arts and education program. In collaboration with teaching artist from Center for Arts inspired Learning. The power of music and the arts are used as a vehicle for children in 2<sup>nd</sup> and 3<sup>rd</sup> grades, with or without developmental disabilities to increase academics in reading, math and science in the greater Cleveland school district.

### Position Details

- Part-time Internship: 10-12 hours/week. All hours will be completed virtually
- Timeframe and Schedule: Flexible from 9 a.m. - 6 p.m. with occasional evening meetings.
- The internship is unpaid, but there will be opportunities for networking and professional

### Qualifications

**Education:** Junior, Senior, graduate student or recent graduate from an accredited university.

**Experience:** Previous experience in research and/or grant writing preferred. Understanding of or prior work/volunteer experience in a non-profit organization is a plus.

**Skills/Abilities:** The qualified candidate will have excellent writing, verbal, proof reading, editing, phone and organizational skills. Ideal candidates will also be flexible team players, self-motivated and detail oriented individual with strong interpersonal skills, customer service orientation, and communication skills, ability to prioritize and work well under deadline. Computer aptitude and Microsoft Office experience required. **Candidates with skills related to Web design/development and social media maintenance, blogging etc... will be considered a plus**

**Benefits/Compensation:** Opportunity to stretch your skills and be a key player in a grassroots organization.

Receive letter of recommendation from MajorCare Ministries Inc. after successful completion of internship. Internship could be available for credit based on your institution's guidelines.

Candidates should contact CEO/Program Director Renee Major @ [REDACTED] or send Resumes to [majorcareministries@yahoo.com](mailto:majorcareministries@yahoo.com)