INTERN JOB DESCRIPTION
Title: Grant Researcher/ Writer

In 2001, The Glory Foundation Inc. (TGF) CEO, Tiona Gosha, began caring for children with life-limiting illnesses at home, while parents and caregivers rested during the night. After providing these services for over fifteen years, our CEO discovered that these families also needed community-based respite. Community-based respite offers out of the home respite so that parents are afforded a time to relax and recharge. Respite is the gift of rest for parents and caregivers of children with limited lifespans due to an incurable disease. Our long-term goal is to establish a pediatric respite hospice home for children with limited lifespans in the greater Cleveland area. Currently, we provide support to children and their families through three outreach programs: Celebrating their lives, Get out the House Respite, and Bereavement Support. Please see our website for a detailed explanation of each program. The Glory Foundation is incorporated in Ohio and became a 501c3 non-profit organization in 2015.

Description

The grant research writer is responsible for developing and implementing communications and strategies to ensure the valid identification, qualification, and solicitation of private and public-sector grant makers.

Responsibilities include

- Co-develop a strategic fundraising plan, particularly regarding grants.
- Fulfilling goals, measurable objectives, strategies and timelines for grants.
- Researching and qualifying potential Glory Foundation funders, working closely with the Glory Foundation team.
- Writing grant proposals for grant makers that are Glory Foundation mission-aligned.
- Submitting grant proposals once CEO has provided final edits.
- Make a speedy response to grant makers' and funders' requests for additional information.
- Writing and submitting reports to funders, as needed.
- Keeping individual grants records using Glory Foundation software and databases.
- Identifying and advising on the implementation of fundraising tools and resources.
- Participating in grants- and fundraising-related professional development opportunities
- Representing Glory Foundation in fundraising and friend-raising capacities, when appropriate

Qualifications

Candidates should possess excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint, and Excel), and database management skills. Able candidates possess organization skills with the ability to implement systems and follow-up processes, able to work efficiently under pressure, use independent judgment and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for individual programs.

Requirements

Bachelor's degree or have worked in related discipline with a minimum of two years of relevant experience and a proven track record in grant writing and program development. Candidate must have excellent written and verbal communication skills, be proficient in research, interpreting, and analyze diverse data and possess the ability to work collaboratively and independently to achieve stated goals.

Able and willing to work virtually, with access to computer and internet

Attend work meetings as announced at scheduled locations

Must have a supervisor in area of specialty along with organization supervisor

Interns are expected to work some hours per week meeting their program requirement. Our need is 4 to 6 hours per week.

Note this is an INTERN/TRAINEE training position where you will gain skills to utilize in a work environment outside of our organization. Undergraduate and graduate students with a GPA of 2.5 or higher are encouraged to apply. Opportunities in the summer, fall, and spring are offered

Compensation:

INTERN/TRAINEE position non-paid

To apply, send your resume and cover letter to.

tgosha@tgfoutreach.org

Please see our website at tgfrespite.org