Job Title	**Grant Writing Intern**
Team	Research and Development
Job Type	Internship
Reports To	Planting SEEDS' co-founders
Apply Here	https://www.plantingseedsllc.org/careers

About this Role

Planting SEEDS' Research and Development team is responsible for employing literature to guide the creation of relevant and evidence-based programs and practices. The grant writing intern will assist with writing coherent, organized and compelling proposals which emphasize the knowledge and mission of Planting SEEDS. You will apply your knowledge of fundraising methods and plans to reach income goals. This position is an excellent opportunity to join a small team whose mission is rooted in advocacy, social change, and equity. We are looking for an individual with a background in research and writing. The ideal candidate is an undergraduate or graduate-level student who is willing to work 10-15 hours a week. This internship is a year-long position with an opportunity for renewal or promotion upon annual review.

Key Responsibilities	**Deliverables/Outcomes**
Funding Research	● Attend project meetings to gain and maintain comprehensive understanding of the organization's work and impact. ● Work alongside the Research and Development team to identify fit between granting agencies' research needs and Planting SEEDS' research priorities. ● Research, identify, and compile a list of current grant and funding opportunities that align with the goals and mission of Planting SEEDS.
Funding Proposals	● Work closely with the Research and Development team in generating and transforming ideas into grant proposals. ● Manage various deadlines and deliverables for multiple grant applications. ● Conceptualize and execute high-quality, organized, and compelling written applications, translating Planting SEEDS' research and practice into proposals that appeal to a range of funders.
Essential Skills	● Excellent written and verbal communication skills ● Strong time-management with a focus on meeting deadlines ● Takes initiative and is able to work autonomously with minimal oversight

	• Ability to effectively stay organized • Ability to manage multiple projects simultaneously • Well-informed about social issues impacting individuals with marginalized identities, and popular culture trends. • Values aligned with those of Planting SEEDS

Application Process	We encourage you to visit our website to become familiar with our philosophy, mission, vision. To apply for this position, please visit our Careers page. Planting SEEDS, LLC is an Equal Opportunity Employer and employs without regard to sex, race, gender, national origin, religion, age, socioeconomic status, handicap, or any other basis prohibited by applicable law.