

POSITION DESCRIPTION

Position Title: Non-profit Development and Grants Intern

Division: Development Department

Reports to: Development and Grants Coordinator

Status: Internship (Unpaid)

General Summary:

Alzheimer's Orange County is seeking a student with excellent communication skills, that is detail oriented and punctual, and a confident and proficient writer. This internship is an excellent opportunity to learn about development, fund raising and grant writing for a non-profit organization

Essential Job Functions

- Support the Development and Grants Coordinator
- Learn all aspects of tracking the different elements of grants including, application and reporting deadlines
- Attend Grant information sessions
- Prepare donation acknowledgement letters
- Assist our development team with various tasks as needed

Minimum Requirements:

- Completed or working toward a Bachelor's Degree or Master's Degree
- Interest in development and grant writing
- Excellent written, verbal and interpersonal communication skills
- Ability to work three business days, 3 – 4 hours each day
- Ability to work independently and with a team
- Excellent management skills, computer skills and effective interaction with people at all professional levels
- Ability to represent the Alzheimer's Orange County in a professional manner
- Ability to lift a minimum of 25 lbs.