



**Position Title:** Grant Writing and Research Intern

**Position Description :** HSP seeks a highly motivated intern to assist staff in increasing the organization's capacity for grant procurement and funding. The intern will gain practical experience in nonprofit grant writing and research in addition to skills related to nonprofit management and consulting.

**Supervisor:** Amanda Knott **Supervisor Phone #:** 410-386-6646

**Majors:** English, Journalism, Creative Writing etc.

**Responsibilities:**

- Assist with donor outreach and cultivation of relationships with potential funders
- Conduct research on prospective donors, especially those who have previously funded projects related to poverty and/ or homelessness
- Track and document communications with donors
- Assist in maintaining donor database
- Increase grant application output by 2-3 per month
- Some clerical work (answering phone, responding to emails, filing, etc.)
- Other duties as assigned

**Qualifications:**

- Has attained upperclassman status at an accredited college or university
- Strong written and verbal communication skills
- Proficient in MS Office suite (Word, Powerpoint, Excel)
- Must possess creative writing abilities and strong attention to detail
- Must possess strong interpersonal communication and salesmanship abilities
- Grant-writing experience a plus, but not required
- Experience with Wellsky software a plus, but not required

**Hours:** 8 hours per week. Flexible daytime hours available Tuesdays and Thursdays during Fall or Spring semesters. Consult with supervisor for specific hours.

**Compensation:** This is an unpaid/ volunteer internship. Degree-seeking students may obtain academic credit.

**Work Location:** 10 Distillery Drive, Westminster, MD 21157. 1st floor. Not accessible by public transit. Must have access to reliable transportation.

**Contact:** [internships@hspinc.org](mailto:internships@hspinc.org)