



Title: Nonprofit Grants Intern

Job Type: Unpaid Internship

Location & Hours: 2120 Howard Dr W, Ste J North Mankato, MN 56003, around 5-10 hours per week within regular business hours (M-F: 8:30am – 5:00pm).

Department: Executive Director

About FOCP: Feeding Our Communities Partners has a mission to engage our community in solving youth hunger. We envision a community in which hunger is not a barrier to success and believe that feeding hungry students allows for active minds during the school day.

Description: This internship is a great fit for an individual who is a talented writer, detail – oriented student with an interest in nonprofit. Preferred areas of study include nonprofit leadership and technical writing but are not required for successful application.

The nonprofit grants intern position can be coordinated for the fall semester/spring semester or the full school year. The ideal candidate will have experience with professional writing and editing, grants research experience, and general nonprofit operations knowledge.

Duties/Assignments:

These duties will be the responsibility of the Nonprofit Grants Intern. These duties may change, or additional duties may be added, depending on the Intern's set goals.

- Participate in weekly meetings with Executive Director to review upcoming grant opportunities
- Help FOCP staff organize and electronically file all previous grant applications and reports
- Plan and prepare a schedule of grant opportunities and application deadlines (new funders)
- Research new opportunities and create table of funders, funding level, application links, application difficulty level and deadlines
- Support the writing of narratives and compiling data for grant applications
- Research related to grant applications regarding hunger and hunger relief programs

Preferred Qualifications:

- Oral and technical writing skills
- Organizational skills
- Ability to work independently and as part of a team
- Ability to solve problems and adapt to change
- Familiarity with Gmail Suite, Microsoft Word, and Excel are a plus
- Possess an interest in alleviating food insecurity in our community

To Apply: submit writing sample and availability to: Sheri Sander-Silva, Executive Director at sheri@feedingourcommunitiespartners.org