



## **Grant Writing Intern Job Description**

### **Organization Overview**

ALearn is a leading educational non-profit committed to helping students from low-income backgrounds to become successful first-generation college students. Over the last 10 years, ALearn has served over 11,100 students in Santa Clara and San Mateo counties, working with 28 school districts and non-profit partners through its summer programs, Math Acceleration Program (MAP) and Catalyst to High School program, and through two after-school programs, MAP+ and Girls Exploring Math (GEM). Its newest program, Catalyst to College, serves incoming 10<sup>th</sup> graders and mentors them all the way into college. ALearn's programs for middle and high school students have proven to be effective in helping students change their attitudes and motivation in math and other subjects, improve their math skills and conceptual understanding, and build aspirations for higher education and career goals.

### **Position Overview**

ALearn is seeking a strong writer who compliments ALearn's positive mindset working environment. Grant Writing Intern must enjoy writing and storytelling by pen. Passion for improving public education experiences and outcomes for our target student population is a plus. A successful Grant Writing Intern must have the acumen to research and understand grant making guidelines for targeted foundations and to write proposals that make a compelling case for ALearn funding while meeting all grant making guidelines. ALearn's current grants pipeline includes over 60 proposals and reports submitted annually.

This is a part-time and seasonal position that we seek to fill immediately (January through May, approximately 10 hours per week).

### **Responsibilities**

- Ensure that foundation Letters of Inquiry (LOI), grant proposals, and reports are submitted on time and are of consistent high quality

### **Grant Writing**

- ALearn's Grant Writing Intern will write 1-2 high quality proposals per month, along with the Development Manager and an internal team (CEO, VP of Development, Grant Writer, etc.) who also write proposals and reports.
- To understand the relevant content, Grant Writing Intern will thoroughly review ALearn program reports, internal documents outlining ALearn programs, strategy and evaluation as well as county and state data on academic outcomes.
- The Grant Writing Intern will have access to "Best Blurbs", a document with ALearn's best key messages, to help write compelling proposals tailored to meet individual foundation guidelines.

**Grant Reporting**

- Utilizing information and data from annual program reports, Grant Writing Intern may be requested to write detailed interim or final grant reports for select funders.

**Experience and Skills Required:**

- Excellent and proven writing and editing skills
- Bachelor's degree in English (or working towards it)
- Demonstrated ability to work independently and resolve problems, seeing projects through to conclusion with minimal supervision, in a fast-paced changing environment
- Ability to handle sensitive and confidential information in an appropriate manner
- Exceptional organizational and time management skills
- Attention to detail and a high level of accuracy
- Experience writing foundation grants a plus
- Proficiency with Microsoft Office Word

**Compensation:** \$15 an hour. Approximately 10 hours per week.

**Reporting:** The Grant Writing Intern reports to the Development Manager.

**Application Procedure**

Submit a cover letter explaining your interest in the Grant Writing internship. Send cover letter, resume, and three writing samples via email only to [syoo@alearn.org](mailto:syoo@alearn.org)

**Application deadline:** open until filled.

**Start Date:** Immediately upon availability

**End Date:** This is a seasonal position that we seek to fill immediately (January through May 2018)

[www.ALearn.org](http://www.ALearn.org)