



PO Box 11096, Denver CO 80211 · Office: (303) 904-6073 · www.elgrupovida.org

Fundraising and Grant Writing Intern Job Description

Purpose: The Intern helps promote the mission of El Grupo VIDA which is to empower individuals who have disabilities, and their families, with information and training that will support them to be their own best advocate.

Service Area: Denver Metro Area

Time Frame: Internships are available for spring, summer, and fall semesters.

Responsibilities:

Fundraising

1. Assist in the planning and implementation of fundraising events as well as:
2. Event logistics and registration
3. Volunteer recruitment and management
4. Coordinate and send donor communications throughout the year that pertain to Volunteer and Annual Giving
5. Attend committee meetings, as needed
6. Assist with donor recognition via letters, plaques, website, etc.
7. Administrative duties as assigned, including an intern time sheet
8. Perform other tasks and responsibilities as assigned

Grants

1. Assist with the management of grant materials and information packets
2. Assist in researching new granting opportunities
3. Assist in the compliance and reporting requirements for grantors/funders
4. Assist with writing of grants, as needed
5. Perform other tasks and responsibilities as assigned

Qualifications/ Experience/Skills:

- Candidates must be 18 years of age or older
- Fluent speaking, reading, and writing Spanish and English preferred
- Strong time-management, organizational, and internet research skills a must
- Ability to self-motivate, stay on task and work independently
- Excellent interpersonal skills

- Skills in Microsoft Office (Word, Excel, Access) data entry/retrieval
- Must have email access and phone access
- Reliable transportation
- Willingness to use personal transportation
- Occasional travel may be required
- Prospective interns must be willing to submit to a criminal background check

Training: Orientation with the Executive Director

Time Commitment: 15 - 25 office hours per week; occasional evenings and weekends required.

Stipend: No stipends are currently available; internship may be applicable towards course credit.

Reports to/Supervision: Executive Director