



Fundraising Internship

The Grant Writing Intern will work directly with the Development Team to secure funding for San Diego Pride. In addition to creating comprehensive and compelling grant proposals, will also be responsible for supporting the full range of activities required to prepare, submit, and manage grant submissions to foundation and corporate sources. This internship will give the intern valuable real-world experience in grant-writing and fundraising. This person is considered an integral part of the Department and as such, their ideas and input will be valued. The intern will work at least 10 hours per week during quarter / semester. Those hours may be worked in any combination at the discretion of the intern with supervisor approval. . Please send your resume and cover letter to careers@sdpride.org.

Duties and Responsibilities:

- Research potential funding opportunities
- Write grant applications
- Analyze/evaluate and report on funding
- Maintain a record-keeping system for grants
- Other duties as assigned

Education and Qualifications:

- Currently enrolled in an accredited undergraduate degree program
- Strong verbal and written communication skills are required
- Must be organized and detail-oriented
- Have the ability to work independently and present oneself in a professional manner
- Proficiency in Microsoft Office and Google Calendars is required

A writing sample is required. Interns are selected on a rolling basis.