

**Job Title:**

Grant Writing Intern

**Organization:**

Prevent Blindness Texas - Austin Branch

**Location:**

Austin, TX (35 & 183)

**Closing Date:**

Until filled

**Salary:**

This is a voluntary (unpaid) internship

**About Prevent Blindness Texas:**

Our Mission is to prevent blindness, preserve sight and enhance and extend the quality of vision life for all Texans through free programs. Feel free to explore our website at [www.preventblindness.org/TX](http://www.preventblindness.org/TX).

**Responsibilities:**

- Acquiring a sound knowledge of PBT's mission, programs, target population and strategic vision. Use this information to better prepare grants and other written communications.
- Researching grant-making organizations and programs.
- Compiling, writing and editing all grant applications, exhibiting strong expository writing skills and excellent attention to detail.
- Preparing individual grant proposals in accordance with each grant-making organization's guidelines.
- Conducting follow up communications with grant making organization during their review process in order to supply additional supportive material.
- Preparing and submitting all quarterly and/or annual reports, as required by each grant-making organization for each funded program.

**Requirements:**

- Appreciation of Prevent Blindness Texas mission & ability to convey that to others
- Exposure to grant application process and the writing of applications (in studies or on-the-job); strong desire to learn more.
- Superior writing, speaking, and listening skills
- Excellent proof reading skills
- Success in planning, prioritizing and coordinating multiple projects.
- Excellent organization skills
- Ability to research available grant opportunities
- Ability to gather, analyze and evaluate a variety of data
- Ability to participate as a team player to coordinate grant projects
- Ability to work under pressure to meet deadlines for grant opportunities

**Work Hours:**

Flexible

**How to Apply:**

Please send resume and cover letter telling why you would be great for this internship. Please put "Grant Writing Intern" in the subject line and email to [pbtaustin@yahoo.com](mailto:pbtaustin@yahoo.com).