

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.

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.