



**ALL NATIONS
SPORTS ACADEMY**

Grant Writing Intern

Position Description

As a grant writing intern for All Nations Sports Academy, your primary responsibility will be to assist with the identification of appropriate grantors and the execution and submission of grant requests. Specific duties include, but are not limited to:

- Prospect identification, research, proposal development and writing in conjunction with staff and volunteers. Accurate and timely production of final proposals
- Initiate and maintain relationships with grantors. Track and document communications
- Assist with updating and maintaining donor database
- Assist with answering the phone and greeting visitors as needed.

Position Details

- Part-time Internship: 8 - 10 hours/week
- Time frame and schedule: Flexible from 9 a.m. - 6 p.m. with occasional evening meetings.
- The internship is unpaid, but there will be opportunities for networking and professional development.

Qualifications

Education: Senior, graduate student, or graduate from an accredited university.

Skills/Abilities: The qualified candidate will have excellent writing, verbal, proof reading, editing, phone and organizational skills. Ideal candidates will also be flexible team players, self-motivated and detail-oriented individuals with strong interpersonal skills, customer service orientation, excellent phone manner and communication skills, and the ability to prioritize and work well under deadlines. Computer aptitude and Microsoft Office experience required. The successful candidate must pass a background check.

Benefits

Opportunity to stretch your skills and be a key player in a small organization. Enjoy a fun, flexible work environment where you can see the difference you are making every day. Develop relationships with grant-making community. Receive letter of recommendation from ANSA Executive Director and Board of Directors after successful completion of internship. Internship could be available for credit based on your institution's guidelines.

About ANSA

About All Nations Sports Academy: ANSA is an independent, non-profit organization. The mission of ANSA is to transform and empower youth and their families of all nations through soccer. For more information, visit www.ansacademy.org.