**Grant Writing Intern  
Summary**The Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate Comal County Habitat for Humanity’s mission and programs to potential funders. Reporting to the Grants and contracts coordinator, the Grant Writer will assemble and submit grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

**Responsibilities Include:**

* Conducting prospect research;
* Assisting in writing grant proposals to foundations and other grant making organizations and persuasively communicating the organization’s mission and programs to potential funders;
* Assembling grant requests, including letters, proposals, budgets, and presentations;
* Establishing and helping maintain personal contact and relationships with foundation contacts and program officers;
* Ensuring prompt acknowledgment of foundation gifts;
* Helping maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
* Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals;
* Providing writing support for major donor and individual contribution letters and acknowledgments;
* Assisting all reporting required from awarded grants.

**Qualifications**  
The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information. A high level of computer literacy is required. Candidates must possess the ability to work well under pressure and the ability to seek and synthesize information and communicate the organization’s needs in a clear, concise and compelling manner.

Please note: The candidate must be available to attend meetings every Tuesday morning

**This position is unpaid but the experience you will gain is priceless.**