



The Light and Leadership Initiative

WWW.LIGHTANDLEADERSHIP.ORG

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Development Intern, Grant Writing

The Light and Leadership Initiative is a US-based non-profit organization focused on providing free high-quality educational opportunities to children and women in Huaycán, Lima, Perú.

Are you looking for an opportunity where you can make a difference by using your talents to help children and women access educational opportunities? Are you interested in supporting an organization that focuses on education while gaining hands-on experience? Do you have passion and talent for fundraising and research? LLI is looking for a Development Intern to focus on Grant Writing projects.

POSITION OBJECTIVE:

The Grant Writing intern will be a key part of LLI's development efforts to build and maintain support through grant funding. Working under the supervision of the Communications and Development Manager (CDM), the Grant Writing intern will have an active role in identifying grants, researching funding opportunities, drafting grant proposals, among others. Targeted sources could range from corporations, foundations, individuals, to bilateral and multilateral international agencies.

This position requires the ability to process multiple sources of complex information into clear and concise written products. The role also requires comprehension of written and spoken English and participation—at times verbal participation—in online meetings in English.

ESSENTIAL JOB FUNCTIONS & DUTIES:

- Supports research of funding and grant opportunities that align with LLI's mission.
- Creates a database of grants and funding prospects.
- Designs and implements a grant calendar.
- Drafts and prepares grants proposals and applications
- Creates timely and accurate reports as directed by the CDM.
- Works across departments to identify funding targets and gathers accurate and relevant information to build and write the best possible case for each donor.
- Attends relevant Development/Fundraising meetings.

Development Intern duties include all the above and any other tasks that our CDM need assistance with.

EXPERIENCE, KNOWLEDGE & SKILLS REQUIRED:

- Bachelor's degree in a related discipline or equivalent work experience.
- Experience volunteering for a nonprofit is desirable but not required.
- Excellent written and verbal communication skills.
- Exceptional narrative-writing ability.
- Ability to research and synthesize complex sets of information.
- English native speaker or professional fluency.
- Spanish basic skills are desirable but not required.
- Interest in the nonprofit sector and fundraising.
- Ability to work effectively in a remote work environment
- Proficient with Google Suite.
- Goal-oriented, receptive and flexible.
- Commitment to full internship timeframe (July through December)

POSITION'S DETAILS

- Six (6) month commitment, at minimum with possibility of renewal.
- Expected contribution of 7-10 hours per week.
- This role will be virtual for the entire duration, but individuals will have the opportunity to work on site (Huaycan, Peru) if desired once we start running our International Volunteering Program.

HOW TO APPLY

Applications will be evaluated on a rolling basis; for earliest consideration, submit your application by June 3. Please submit your resume, and cover letter in English at careers@lightandleadership.org.

In the subject, include your name and job title separated by underscores. Subject line should read like this:
Martinez_Alicia_DevelopmentIntern