



## Grant Writing Intern

### About Girls in the Game

At Girls in the Game, every girl finds her voice, discovers her strength and leads with confidence through fun and active leadership, sports and health programs. Our year-round continuum of programs range from after school programs to summer camp to community outreach and serves girls ages 7-18.

### Position Summary

The Grant Writing Intern would be part of the Girls in the Game Development Team and would gain exposure working in an office setting, attending Team meetings (based on scheduling), professional communications, and funder relations. All internships at Girls in the Game are unpaid. However, Girl in the Game provides interns with a rich and meaningful workplace experience.

Specifically, Grant Writing interns are responsible for assisting the Grants Coordinator in the following areas:

### Duties:

- Prospect new funding opportunities in three markets including Chicago, Illinois; Dallas, Texas and Baltimore, Maryland
- Research topics related to girls' health, leadership and violence prevention
- Research topics and compile statistics related specifically to each expansion market
- Draft and submit Letter of Inquires to new funding prospects
- Draft and submit Grant Proposals
- Provide staff support at Girls in the Game events including 5ks or Game Day programs as needed
- Write and submit at least one blog to Marketing & Communications Coordinator

### Qualifications:

- Strong organizational, writing and communication skills
- Desire to learn new skills and work on a variety of projects
- Ability to self-start, work on multiple projects, meet deadlines and seek guidance as necessary
- Familiarity with Microsoft Word, Excel and PowerPoint
- Previous fundraising experience welcome but not necessary
- At least one semester or full-year commitment required

**For more information, or to apply, please email or fax your cover letter, resume and at least one writing sample to [kalgrim@girlsinthegame.org](mailto:kalgrim@girlsinthegame.org) or 773.542.1168.**