



Grant Writing Intern

Join the GDS Team, have a transformative learning experience, and help empower youth, families, and our community to Reach their Potential!

"This experience has taught me so much and helped guide my career in nonprofit management and development; this internship gave me the crucial hands on experience. I am grateful for the support and training I received from Dr. Gary and Theonyl." GDS Intern

Growth and Development Services, Inc. (GDS), is a nonprofit organization founded in 1996 by Dr. Gary Altheim, to provide essential services to youth and families challenged by emotional, behavioral, educational, and social issues.

Position Summary

- GDS is seeking a passionate and professional intern to join our team. The intern will work with Development staff and volunteers on a variety of Fundraising, Marketing, and Administrative tasks. Strong interest in youth, community, and social justice

DUTIES AND RESPONSIBILITIES:

- Research and identify potential donors, foundations, and government grants
- Assist in writing individual, corporate, government, and foundation letters of inquiry and proposals
- Assist in developing strategic partnerships with local schools and community-based organizations
- Assist in maintaining and updating current, past, and new donor databases
- Research and identify potential donors, foundations, and government grants

Qualifications

Current undergraduate or graduate student pursuing the field of development, public administration, and/or nonprofit management.

Skills:

- Self-directed team player with the ability to handle multiple concurrent tasks
- Excellent organizational, writing, and communication skills
- Proficient in MS office
- Proficient with CRM software