

CLEVELAND RAPE CRISIS CENTER

Position: Grants Intern

Reports to: Grant Manager and Volunteer & Internship Coordinator

Position summary:

We are seeking a highly motivated intern that is dedicated to supporting survivors of rape and sexual abuse. Under the direction of the Grants Manager, this successful individual will assist with grant prospecting, creating document templates, compiling data, and other grant administration tasks.

Principle Duties and Responsibilities:

- Attend Volunteer training, including Ambassador training
- Conduct research on statistics, and demographics specific to sexual violence and related topics as designated by Grants Manager
- Conduct prospect research for future grant application opportunities
- Design grant templates, update boilerplate responses, design and update prospect calendar
- Catalogue and index grant templates
- Create, compile, and manage evaluations and surveys
- Participate in stewardship opportunities, such as hand writing notes for funders and assisting with stewardship events, among others

Qualifications:

- Working toward a degree in Nonprofit Management, Fundraising and Development, English, Creative Writing, Communications, Business, Social Work, Sociology, or related field
- Committed to the mission of CRCC to prevent sexual violence, serve, and advocate for survivors
- Skilled in online research and extremely analytical
- Highly motivated and a creative thinker
- Excellent written and verbal communication skills
- A self-starter with the ability to work independently
- Ability to connect with others, quickly establish rapport, and forge strong relationships
- Ability to maintain confidentiality
- Proficient in MS Excel and other Microsoft Office applications
- Possess cultural humility
- Software programming skills a plus
- Graphic design skills a plus

Hours of work: This is a semester long position (10-20 hours per week).

Salary: Unpaid

Start: Fall 2019

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for internships and will not be discriminated against based on race, color, religion, sex, sexual

orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Updated 5.1.2019