



Grants and Proposal Writing



The Hope Alliance empowers impoverished people with the skills and tools they need to create positive change in the lives of their families and in their villages. The Hope Alliance also educates and exposes volunteers to the situation in developing countries. The Hope Alliance partners with active local groups in developing areas of the world to co-create change in quality of life. Local organizations and villages lead projects that include health worker training and medical care, clean water and sanitation projects, economic opportunity and educational projects.

The Hope Alliance is seeking a motivated intern to write Grants, strategize and research the extensive database of

resources available for funding. We are seeking a creative sales individual within the MPH program to work closely with our volunteer Development Director to assist, organize and make the best case possible to appropriate funding organizations. The intern will have an opportunity to reduce poverty worldwide, develop their self and gain exposure in a broad array of disciplines through advocacy, fundraising, research and project management.

Job duties will include:

1. Gather information through interviews and other means, that will easily allow him/her to grasp the concept of a project or program for which funding is sought as defined by the person responsible for carrying it out.
2. Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
3. Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs.
4. Compile, write, and edit all grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
5. Possess strong computer, typing, Microsoft Word, Excel and Power Point skills.
6. Review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.
7. Develop individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each grant-making organization's guidelines.
8. Keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material.
9. Manage the process of supplying progress reports when required by a grant-making organization that has funded a project or program.