



Position: Grant Management Intern
Department: Administration
Reports To: Development Manager
Status: Part-Time, Remote/Telework (20-26/hrs)
Salary: Unpaid (Credit/Practicum Hrs Available)
Probation: N/A

JOB SUMMARY:

The Grant Management Intern works with the Development Manager to coordinate grant-based fundraising activities for The LGBTQ Center of Long Beach. Additionally, this position supports the Development Manager in sustaining The Center's grant pipeline, including preparation of Letters of Intent (LOIs) for grant funding, creating and formatting impact reports, drafting and sending acknowledgements, and monitoring proposal deadlines.

Primary Duties and Responsibilities:

- Research potential grant funders, grant opportunities and industry trends
- Write and edit grant proposals in collaboration with the Board of Directors
- Track and respond to RFP (Requests for Proposals) as well as manage RFP research strategy
- Monitor and update the grant pipeline for the organization at-large
- Manage grant calendar for The Center at-large
- Provide support to fundraising and communication efforts
- Familiarize yourself with the organization's programs, goals and financial needs.
- Retrieve and assemble background information for grant proposals
- Assist in grant reporting as required by foundation/corporate donors and partner organizations

Desired Qualifications, Experience and Skills:

- Desire to serve the LGBTQ Community
- Strong writing, editing, and proofreading skills; attention to detail and organization
- Motivation and willingness to initiate, self-start, and seek out solutions
- Excellent Internet research skills
- Creativity and critical thinking ability
- Competent computer skills in Microsoft Office
- Ability to manage projects with minimal supervision
- Ability to write clear, structured, and persuasive proposals
- Preferably working toward a degree in nonprofit management, fundraising, writing or a related field

We are looking for someone who enjoys research and grant writing as well as a desire to engage the Long Beach LGBTQ community, and work behind the scenes to fulfill The Center mission.

A high school diploma or equivalent is required. Candidates who have previous experience working with communities of color, community-based organizations, socioeconomically disadvantaged populations, and/or LGBTQ populations preferred. Normal working hours will be Monday through Friday between 10am

and 5pm - flexible hours available upon request.

The LGBTQ Center of Long Beach is an equal opportunity employer. Applications are encouraged from anyone regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, sexual orientation, or age.

**Please send resume to: T Winnike, Development Manager at The Center
Long Beach by E-Mail to twinnike@centerlb.org or by fax to 562.433.6428**

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