

Grants Intern (Prospect Research + Submission Prep)

Role: Grants Intern

Term: Summer, 10–12 weeks. Optional school-year extension for top performers.

Hours: 20–30 hours/week

Location: Remote

Pay: Paid hourly. \$18 per hour. Benefits not included.

Standing meeting: Wednesdays at 9:00 AM Eastern (required)

What you will do

You will build a grant pipeline aligned with staff capacity.

- Research foundations aligned with our mission focus
- Build a prioritized prospect list with deadlines, fit notes, and requirements
- Draft grant-ready boilerplate (mission, outcomes, program summaries, budget narrative inputs)
- Organize attachments and build a grant library folder
- Build a 6–12 month grant calendar aligned with team bandwidth
- Support light drafting for proposals under staff direction

Success looks like

- A vetted list of 30–50 prospects with fit scoring and next steps
- A grant calendar leadership trusts
- A boilerplate library staff reuses for future submissions

Required

- Strong research discipline and writing skills
- Clear organization habits
- Comfort managing details and deadlines
- Respect for confidential information
- In process of pursuing undergraduate or graduate degree

Preferred

- Experience with academic or professional writing
- Interest in nonprofit development and program outcomes

Confidentiality

Intern will sign a confidentiality statement.

Application

Send the following to info@worldvillages.org with subject **Grants Intern**:

- Resume
- Writing sample (1–2 pages)
- Two preferred cause areas and why they matter to you (6–10 sentences)