

Curamericas Global Grant Writing Intern

Reports to: Executive Director

Compensation: Unpaid

Length of Engagement: Jan 6 – May 8, 2020 (flexible start/end dates);

May – August for Summer placement

Minimum of 15 hours/week

Location: Raleigh, NC

Responsibilities: Curamericas Global, a nonprofit, international health organization, seeks a Grant Writing intern at our Raleigh office. This intern will work to assist departments across the organization as listed below. The main purpose of this internship is to apply and complete grant applications for Curamericas. Tasks include (but are not limited to):

Grant Writing (90%)

- Assisting staff with completing grant applications
- Tracking and evaluating all grant applications
- Working with Executive director to implement development strategies to serve Curamericas Global's mission
- Write grant proposals to secure funding for expansion and program development
- Initiate and maintain relationships with grantors. Track and document communications.

Other tasks (10%)

- General office admin and team assistance
- Professional development*

*Learning and networking opportunities include: USAID Global Health e-Learning courses, Triangle Global Health events, Care Group and CBIO learning materials.

Qualifications:

- College student, graduate student or college graduate
- Internet and Microsoft Office experience and skills required
- Previous grant writing experience is preferred but not required
- Detail oriented with interest in behind-the-scenes work carried out at nonprofits
- Interest in international development and/or public health
- A results-oriented person who is able to work independently
- Enthusiastic attitude and willing to do whatever is needed to help the team

Application Instructions:

Please send completed application, resume, and cover letter to info@curamericas.org.

Future Opportunities

Many interns have been promoted to Program Fellow or even hired as staff.

