



Grant + Impact Associate - Intern Position

MISSION STATEMENT: Mission Accomplished Transition Services, Inc. (Mission Accomplished) prepares rising young professionals and entrepreneurs for the workforce by providing access to industry specific coaching, mentoring, and sponsorship.

ABOUT MISSION ACCOMPLISHED:

- Mission Accomplished was established in December 2012
- Mission Accomplished is a tax-exempt 501(c) 3 nonprofit career and business education organization
- Mission Accomplished is an organization is committed to advocating for social, racial and economic justice in the workforce
- Our industries of focus are fashion, construction, beauty, mural painting and interior decorating

SUCCESS PROFILE OF THE GRANT + IMPACT ASSOCIATE: To be successful in this role you must be a detail-oriented creative problem solver who has a passion for helping to secure and maintain funding for career and business education programs for teens and young adults entering the workforce as employees or entrepreneurs. This role requires someone who enjoys analyzing and translating financial data, assisting with developing financial management systems all while demonstrating how our funding supports the workforce and economy.

Lastly, to be successful and happy in this role you must have a passion for and some experience advocating for social justice for disenfranchised and underestimated groups.

RESPONSIBILITIES:

- Assist with the development and writing grant proposals to foundations, corporations, and other grant-making organizations
- Assist with assembling and submitting grant requests, including letters, proposals, budgets, and presentations.
- Assist with developing program and event budgets.
- Assist with writing and submitting grant reports - monthly, quarterly, and annually.
- Assist with monitoring and managing grants in conjunction with the Finance team.
- Assist with establishing and maintaining personal contact and relationships with funding partners.
- Ensure prompt acknowledgment of foundation gifts and funding awards.
- Maintain a calendar to ensure the timely submission of letters of inquiry, proposal deadlines, and follow-up reports once the grant is in operation.
- Conduct ongoing prospect research, meeting regularly with program teams to assess needs and gaps in service.



- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines, and manage supplemental material required for proposal submission.
- Assist with improving agency-wide data collection procedures, including client surveys, and collaboratively determine departmental metrics for success with program teams.
- Participate in team meetings.
- Other duties may be assigned

PROFESSIONAL EXPERIENCE + SKILLS:

- Compassionate and able to relate to different clients with various needs
- Computer literacy to maintain and manage case records
- 2+ years' experience with the position responsibilities
- Research skills, including ability to find relevant information and summarize clearly and succinctly
- Exceptional critical thinking skills
- Ability to problem solve when faced with a challenge
- Willing to do tedious work to ensure project success
- A track record of taking initiative
- Flexibility and enthusiasm for taking on projects
- Ability to thrive in a fast-paced environment

TECHNOLOGY QUALIFICATIONS:

- E-mail (for communicating)
- Google Docs, DropBox, and project management software (for organizing tasks and information)
- Microsoft Word, PowerPoint and Excel and Content Management System
- Web, graphic design, photography, content creation and/or videography skills a plus

BENEFITS:

- Travel reimbursement
- Creative work culture
- Opportunities to work remotely
- Opportunities to support other businesses and organizations
- Opportunity to build fundraising portfolio
- Personal Fundraising Education and Coaching by [Equity Warrior Strategies](#)

COMPENSATION:

- None unless you are eligible for Community Work Study
- College Credit received



SCHEDULE:

- To be determined; based on class schedule

If you are interested in this position, complete the application at <https://podio.com/webforms/25321158/1874671>. Be sure to attach your resume, cover letter, a one - two page writing sample on any topic to showcase your writing skills. The writing sample can be a previous paper or project proposal you have written and submitted to a former employer or professor.