



Job Title: Grant & Proposal Writing Internship

Job Level: Entry level

Pay: \$500 Stipend

College Credit Available: Yes

Hours: Part-time, Flexible, 10 hours/week minimum

Location: Remote

Job Description: The Grant & Proposal Writing Internship is an exciting opportunity to gain real-world experience in proposal writing within an established consulting business. The Grant & Proposal Writing Intern is responsible for researching and identifying potential grants and contracts, writing and editing grant applications and contract proposals that showcase Dire Wolf Consulting's mission and achievements, meeting deadlines, and tracking contract data. The Intern shall continue to improve all grant and proposal writing processes under the supervision of the President.

Job Duties:

- Research and identify grant funding and contract opportunities
- Perform detailed analysis of RFP requirements, prepare compliance outlines, and coordinate tasks
- Organize proposal content for repeated use
- Write coherent, organized, compelling proposals and review, edit, and produce completed applications
- Recommend creative ideas for related graphics, charts, tables, appendices, etc.
- Submit and manage grant and contract applications and track funding and contract data
- Research prospective funding sources and potential market trends
- Collaborate with Marketing Team to design and send funders newsletters
- Recommend continuous improvement initiatives to refine research and writing processes

Qualifications:

- Must be pursuing a bachelors or masters in Business, Communications, Journalism, or a related field
- Familiar with proposal writing
- Strong research abilities
- Excellent communication skills, both verbal and written
- Strong people skills
- Proficient with standard computer applications and platforms (Google Workspace and MS Office)
- Exceptional organizational and time management skills
- Ability to meet deadlines and work independently
- Creativity
- Detail-oriented
- Persistence
- Must have a computer, phone, and access to a secure and steady internet connection

Preferred Experience:

- Previous experience in writing, reading, budgeting, or working with grants and/or contracts
- Knowledge of fundraising information sources
- Industry knowledge

To Apply: Please visit our website at <https://www.direwolfconsulting.com/join-our-team/> and upload your resume. You may also email your resume to info@direwolfconsulting.com

Dire Wolf Consulting, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Dire Wolf Consulting, LLC is committed to building a culturally diverse team and encourages all candidates to apply.