



Grant Writing Internship Description

REPORTS TO:

- Lee Perry- Chief Operations Officer of IDEAS for Us: Lee.Perry@IDEASforUs.org
- Caroline Chomanics- Chief Administrative Officer: Caroline.Chomanics@IDEASForUs.org

STIPEND: Unpaid Internship - Minimum requirement 8 hours per week.

Hourly Requirements: Must fulfill an 8 hour weekly schedule during the selected times below.

Mandatory On-boarding day: (May 11th from 4 pm - 6 pm- at the Kaley Square Community Center - 1030 West Kaley Ave Orlando Florida 32805 - *looks like a church*) after you fill out the online application with your full availability.

Deadline to sign up for credit at your university/college - May 1st 2019

IMPORTANT: We require an hour meeting each week to review assignments and delegate tasks for on-going projects. If your other in office hours need to change, please bring up your schedule at the mandatory internship onboarding day. Mandatory meetings cannot be shifted but other office hours can throughout the week.

| Details | Day of the week / Time | Location |
|---------------------------------|----------------------------|--|
| In Office Work | Monday 9 am - 1 pm | 1030 West Kaley ave Orlando Florida 32805 |
| In Office Work | Wednesday 9 am - 1 pm | 1030 West Kaley ave Orlando Florida 32805 |
| Mandatory Weekly Meeting | Friday 9 am - 10 pm | 1030 West Kaley ave Orlando Florida 32805 |

REQUIREMENTS:

- IDEAS For Us interns must be a strong communicator and decision maker with the mission of the organization consistently in mind.
- IDEAS For Us interns need substantial knowledge and interest of local/ international environmental challenges and have an interest in sustainability initiatives.
- IDEAS For Us interns must work towards the key goals and objectives that best suit the overall needs of the organization which align with its core values towards developing a healthier, more sustainable future for the planet.
- IDEAS For Us interns must give notice before resignation or lengthy vacation periods.
- IDEAS For Us interns must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.

- IDEAS For Us interns must have a reliable means of transportation.

RESPONSIBILITIES (with Branch Manager's assistance):

- ✓ Period of internship: May 11th - August 3rd (Intern Appreciation Day / Potluck)
- ✓ Consistently research grant opportunities and put them on a schedule via Google Calendar.
- ✓ Set weekly goals of the number of grants to write through the semester and implement writing one each week with the help of the grants team.
- ✓ Communicate with the Program Manager your set lists of goals and report your activities on a weekly basis.
- ✓ Ensure the language used for all developing letters of intent and grants follow the mission statement and 2 pager of Fleet and IDEAS .
- ✓ Reach out to potential donors and sponsors with personalized emailing templates.
- ✓ Keep a detailed inventory of all outreach made for future semesters with a list of contacts so we can send thank you letters to all grantors, donors, and sponsors.
- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. Reach out to donors for needed supplies/ tools/ and equipment needed around the office and for branches.
2. Connect with organizations regarding potential sponsorships or co-branding opportunities to share marketing.
3. Set a goal of grants to apply for each week and submit them.
4. Possibly attend and coordinate bi-weekly SWARM volunteer rides twice per month- helping volunteers stay engaged.
5. Keep a detailed list of all grants submitted and set a follow up in the Grant@FleetFarming.org calendar.
6. Write thank you letters to all donors, sponsors, or past grantors that have given IDEAS/ Fleet Farming funding.
7. Report to the Program Manager with a bi-weekly timesheet.

ACKNOWLEDGEMENT:

- ★ Must work a minimum of 8 hours per week and turn in a monthly timesheet. I have read and understand the position description above and can perform this duty.
- ★ All photos / video and intellectual property is owned by IDEAS For Us. You are welcome to take pictures and send them to our Communications Department for social media but the content is not to be used without our permission and is legally owned by IDEAS For Us.
- ★ Any injuries that take place during your time as an intern will not be the responsibility of IDEAS For Us and must be covered by said intern.
- ★ Must reference the operating manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented.

Print Name_____

Signature_____

Date_____

Department Leader_____

*Please print signature page and bring to Onboarding day with your waiver and non disclosure.