



Grant Prospecting Research Intern/Volunteer

Description

Beyond Borders is a progressive DC-based nonprofit organization committed to promoting social justice in and for Haiti. Our development team is seeking an intern or volunteer to learn and support on grants prospecting research. This is a volunteer opportunity designed to build capacity in grant prospecting research while accomplishing specific fundraising tasks. Learn more about Beyond Borders' work to end child slavery, prevent violence against women and girls, and promote access to quality education on our [website](#).

Responsibilities:

1. Research and identify prospective funders by using Foundation Center database and other resources.
2. Compile lists of prospective grant makers and their criteria for consideration by fundraising staff for cultivation.
3. Improve upon and maintain the grants prospect spreadsheet to track cultivation efforts.
4. Set up and manage a system to alert staff to events where there may be opportunities to cultivate prospective funders through face-to-face networking.

Internship Learning Goals:

1. Increase understanding of Beyond Borders' programming in Haiti.
2. Increase understanding of the grant making landscape.
3. Master methods and processes for researching, identifying, and tracking prospective grant makers.

Requirements:

- Appropriate candidates will be extremely organized and detail-oriented, with superior time management and communications skills
- Proficiency with Microsoft Office tools and Google applications, particularly spreadsheets
- Committed to Beyond Borders' mission and vision, which can be found [here](#)
- Ability to work remotely or out of Beyond Borders' Washington, DC office.

Preferred:

- Interest in issues of social justice, human rights and international development
- An understanding and commitment to Haiti
- Facility with Haitian Creole and/or French

To apply, please send your resume and a cover letter explaining why this position interests you to Kristie van de Wetering at k.vandewetering@beyondborders.net with **Application: Grant Prospecting Research Intern-Volunteer** in the subject line.

Beyond Borders is an equal opportunity employer - diverse candidates including, people of color, women and members of other historically marginalized groups are encouraged to apply.