

Grant Writer Internship

(Remote Mentoring and Supervision).

Ref: FNGW001 Closing Date : Open till filled.

About American Recovery Trust Corporation

The corporation was established in September of 2019 as a 501(c)(3) corporation. The corporation's primary mission is to collect and distribute funds to descendants of enslaved Americans, Funds will be available to qualifying descendants for programs and services that will improve their lives including but not limited to education, housing, health services, nutrition business, returning citizens support, legal support, addiction rehabilitation, behavioral counseling, daycare, eldercare, and others. Fund sources are donation primarily from corporations that used or profited from slavery.

American Recovery Trust Incorporated offers interns meaningful responsibilities and experience

Duties and Responsibilities.

American Recovery Trust Corporation is looking for interested interns who wish to learn to write and obtain grants as one of our Grant Writers. The Grant Writer will write coherent, organized and compelling proposals. You will collaborate with team members and develop relationships with key stakeholders.

Developing relationships and collaborating with key stakeholders.}

Maintaining proficient knowledge of American Recovery Trust's history and programs.

Assisting with the execution of development department's strategy.

Identifying grant funding opportunities.

Writing, submitting and managing grant proposals.

Furnishing prospective funders with supporting documents.

Maintaining records in hard copies and computer databases.

Requirements:

Proficient with measuring and reaching income goals.

Proficient with MS Office Word and Excel.

Excellent communication skills, both verbal and written.

Strong people skills.

Excellent organizational skills.

Ability to meet deadlines.

Preferred

Majors in creative writing, English, psychology, public relations, communications, business or related fields.

Familiarity with the Catalog of Federal Domestic Assistance and the Foundation Center]

Compensation: Intern applicants willing to accept unpaid positions will be give priority consideration.

Contact: Submit resume to Ron@americanrecoverytrust.com with cover letter stating most relevant courses completed and monthly payment desired or willingness to accept unpaid position.