

### **Intern Placement Description**

Position Title: Grant Writing Intern  
Department: Development & Communications Department  
Reports to: Grants Manager

### **About**

Breathe Southern California (BREATHE SOCAL) is a 501(c)3 nonprofit organization focused on achieving clean air and healthy lungs through research, education, advocacy and technology. The organization provides patient support and environmental health education and empowerment programs to communities most impacted by alarming chronic lung disease rates and the poorest air quality.

### **Intern Duties & Responsibilities**

The Grant Writing Internship at BREATHE SOCAL is a great opportunity for interns to enhance their skills in nonprofit grant writing, research, and effective communication with key stakeholders and potential funding partners. An internship with BREATHE SOCAL provides:

- Engaging opportunities for you to apply your critical thinking skills and education in a philanthropic and professional work environment
- Explore career and leadership opportunities in the nonprofit sector
- Interact and collaborate with diverse staff and funding partners from foundations, corporations, and government entities across the country

This position will work closely with the Grants Manager in writing, submitting, and researching grants for BREATHE SOCAL. The intern can expect to develop confidence and marketable skills by engaging in or assisting with many of the following activities:

- Conduct research on city, state, and federal government grant opportunities that are aligned with the organization's core values and mission.
- Conduct research on potential grant opportunities with local foundations and corporations for grant and/or sponsorship funding opportunities.
- Review and summarize requests for proposal (RFPs) and attend webinars, as needed.
- Provide support to the Grants Manager in writing grant applications.
- Collaborate with Communications, Advocacy, Development, and Programs Departments in developing concept, clarifying opportunities, and collecting vital information for grant applications.
- Assist in projects and tasks that ensure timely grant proposal submissions.
- Research data to help support proposals, providing source documentation.
- Communicate and confirm final grant deliverables with staff upon proposal approval.
- Assist in tracking, organizing, analyzing, and reporting data for grant applications and reports.
- Support ongoing, positive relationships with funders by maintaining ongoing communication, being responsive, and accommodating funder requests.

### **Qualification Requirements**



To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a bachelor's degree and/or working towards a bachelor's degree
- Effective and concise writing skills, as well as effective/persuasive oral communications skills
- Qualified candidates should possess strong writing skills, attention to detail, and have a keen interest in public health and/or environmental sustainability
- Ability to multitask, perform in a team environment, and a demonstrated willingness to learn
- Ability to work independently
- Computer Proficiency – Microsoft Word, Excel, PowerPoint
- Professional appearance and positive attitude with good phone skills

#### **Preferred Skills**

Qualified candidates must be enthusiastic, reliable, and interested in public health and/or environmental sustainability initiatives

Possess an agility with numbers and analyzing data

CRM experience a plus (Donor Perfect, Salesforce, Blackbaud)

**This placement description reflects management's assignment of essential functions. It does not prescribe nor restrict responsibilities that may be assigned. Apply to [development@breathesocal.org](mailto:development@breathesocal.org) with cover letter, writing sample, and resume.**