



**Position Title:** Grant Development Intern  
**Reports To:** Director of Grant Development  
**Location:** CISNT Central Office – Lewisville, TX  
**Time:** Minimum 8 hrs/week for 1 semester (15 weeks)

**Primary Purpose:**

Communities In Schools of North Texas is a local nonprofit providing relationship-driven, evidence-based services to more than 4,000 students every year, empowering them to stay in school and achieve in life. The Grant Development Intern will work alongside the Director of Grant Development to gain understanding in the processes required to research, write, submit, and report on grant proposals at the local, state, and federal level. Additionally, the Grant Development Intern will learn strategies and models for the overall stewardship of funders.

**Responsibilities:**

The Grant Development Intern will have opportunities to gain experience in:

- Compiling and presenting research and data which affect CISNT programs;
- Seeking out new grant funding opportunities which align with the CISNT mission;
- Assisting in the research, writing, and reviewing of grant proposals;
- Assisting in creating and implementing touchpoints of appreciation for funders;
- Assisting in preparation of the CISNT Annual Report, including writing and editing student and program success stories; and
- Additional processes of nonprofit administration as relevant to the intern’s goals and as relating to the mission and goals of CISNT.

**Qualifications:**

- Candidate must be seeking Bachelor’s or Master’s degree with an interest in working in the nonprofit sector OR have a degree in a relevant field
- Candidate must demonstrate excellent writing and research skills
- Proficient in MS Office
- Strong communication and organizational skills
- Ability to work proactively within a team, as well as independently
- Self starter – able to think creatively to solve problems
- Exhibits professional demeanor and boundaries