

# POSITION: GRANT WRITING INTERNSHIP



## About The Organization

Long Way Home is a 501(c)3 that **envisions communities equipped to innovate and act responsibly in the face of local and global challenges**. Through promoting green building, employment, and education, Long Way Home mobilizes people to actively participate in democracy and create innovative pathways to economic and environmental justice.

Since 2009, the focus of the organization has been on building an 18-building green-designed campus in San Juan Comalapa, Guatemala. We've used more than 450 tons of trash and over 15,500 tires in our construction so far! On the campus, we serve 140 K-11 students who study a curriculum that integrates project-based learning and the green building process to cultivate employability and democratic participation skills for a 21st century, climate-stressed world. In addition to education, we train and employ local green builders who carry out our many green construction projects in Comalapa and throughout Guatemala.

## About The Job

As a grant writing intern for Long Way Home, your primary responsibility will be to assist with the identification of appropriate grantors and the execution and submission of grant requests. Long Way Home is a newcomer to the grant-writing process. In order to continue this work, we need interns capable of researching funding opportunities within fixed guidelines, initiating and maintaining contact with foundations and writing grant drafts for eligible funding. This would require an intern with strong research, writing and analytical skills. As the Grant Writing Intern you are also an intern for the Hero School. Interns and volunteers are essential components for continuing endeavors crucial to the success of our school. **The Grant Writing Intern will be working on a Grants team of two Long Way Home staff (Nonprofit Development Director & Nonprofit Development Coordinator), creating a supportive and collaborative learning and working space.**

### **Responsibilities:**

- Prospect identification, research, proposal development and writing.
- Accurate and timely production of first draft proposals.
- Initiate and maintain relationships with grantors.
- Track and document communications.
- Ability to prioritize and work well under deadline.
- Research potential major donor prospects.
- Participate in staff/event meetings when requested.
- Assist in fundraising events.

### **Qualifications:**

- Previous experience in research and/or grant writing preferred.
- Understanding of or prior work/volunteer experience in a non-profit organization is a plus.
- Excellent writing, verbal, proofreading, editing, and organizational skills.
- Computer aptitude and Microsoft Office experience required.
- Good attitude, team player, motivation to help out and be flexible.
- A self-starter (comfortable working with little direct supervision).
- Intermediate Spanish would be helpful in order to communicate with our teachers and builders and if wishing to conduct a community study.

### Educational Objectives:

- Gain real-world experience in grant writing.
- Become well-versed in the methods and applications of green design and building.
- Understand why and how green design should be made accessible in low-resourced and climate stressed communities.
- Gain insights into opportunities, risks, and limitations for achieving quality education, economic justice, and environmental health in marginalized communities.
- Proficiency in writing professional reports to address identified challenges and provide workable solutions.
- Develop skills and competencies that transfer to hypothetical future work situations.

### Location

Remote

### Academic Level

\*university students only and previous professional experience\*

- First Year
- Graduate and prospective graduate students
- Sophomore
- Working on Master thesis
- Junior
- Working on Doctoral thesis
- Senior
- Post Doctoral Scholar

### Approximate Hours Per Week

15 Hours/Week

### Compensation

Upon successful completion of the internship, the intern is offered:

- Free admission (food and transport excluded) to our 1 month long Green Building Academy in March/July. Lodging included unless the intern prefers to stay in a hotel or homestay - <https://www.lwhome.org/academy>.
- OR one month of free housing at our volunteer house
- Internship completion certificate
- 25% OFF LWH shirts

### Documents Required

- Cover Letter
- Resume
- Any samples of past writing work