



OUR MISSION...

To invest in the dreams of the poor in the world's underserved communities so that they might be released from physical and spiritual poverty.

OUR METHOD...

We offer savings services, small business loans, biblically-based business training, and mentoring and coaching from a Christ-centered perspective.

OUR MOTIVATION...

The love of Jesus Christ motivates us to care for the physical and spiritual condition of the poor.

GRANT RESEARCH INTERN

Job Description

CATEGORY: Domestic, Internship

REPORTS TO: Director of Development

LOCATION: Lancaster, PA

JOB SUMMARY

The Grant Research Intern is responsible to provide support to the development team, which will primarily involve assisting the Grant Writer with prospecting foundations, investigating potential funding sources, and undertaking special projects to better support the development team in raising funds for HOPE's microfinance programs.

PRIMARY RESPONSIBILITY

To promote and fulfill the mission and vision of HOPE International

SPECIFIC RESPONSIBILITIES

- I. Grant Prospecting Research and Grant Support
 - a. Using the resources provided, research potential funding sources, investigate donor linkages, and create research reports for members of the Development team.
 - b. Organize and maintain a master list of the top foundations and funders HOPE should be pursuing.
 - c. Prepare materials for foundation reports on past grants as needed.
- II. Development Team Support
 - d. Send programs information and promotional materials to development representatives.
 - e. Complete research and other special projects as needed.

MINIMUM QUALIFICATIONS:

- I. Personal confession of faith in Jesus Christ and commitment to the mission and vision of HOPE International
- II. Experience interacting with individuals from different cultures
- III. Excellent oral and written communication skills

- IV. Superb internet research skills and database management skills
- V. Mastery of Microsoft Word, Excel, Powerpoint, and Outlook programs
- VI. Ability to manage projects with minimal oversight, investigate effectively, scrutinize information sources, and concisely summarize key points
- VII. Ability to create and manage systems and think strategically
- VIII. Ability to work independently and take initiative
- IX. International travel experience preferred
- X. Experience with the relief and development and fundraising preferred