Title: Grants Management Intern  
Supervisor: Director of Grants Management  
Availability: Summer, Fall, Spring Semesters  

Contact: Rachel Hill, rhill@klf.org  

Mission: The Knoxville Leadership Foundation serves the Knoxville area by connecting communities of resource with communities of need while reconciling people to Jesus Christ and to each other.

Summary of Internship:  
This is an opportunity for an individual seeking to gain more experience in grant and funding research, writing and planning activities for a non-profit organization. During the internship the individual will gain a clear understanding of the process of researching, applying for, reporting, and managing grants awarded.

Duties & Responsibilities:

• Research various types of grants available and the criteria to quality for each  
• Discuss available sources of funding with leadership  
• Collaborate with staff across organization to create drafts and complete grant applications according to application requirements  
• Develop and maintain master files on grants and paperwork connected to programs funded by grants  
• Assist in maintaining the annual grant and report calendar  
• Perform other duties as assigned

Preferred Skills:

• Basic understanding of local, state, and federal funding sources and the ability to locate potential sources for funding  
• Basic understanding of grant funding policies and procedures as well as applicable local, state, and federal regulations  
• Excellent verbal and written communication skills  
• Basic understanding of effective grant writing techniques  
• Proficient in Microsoft Office Suite  
• Extremely organized and meticulous with details  
• Excellent project management skills and ability to prioritize work and resources  
• Ability to meet deadlines  
• Discretion with personal information that may be needed for some grants such as employee salaries and upcoming projects