



KNOXVILLE LEADERSHIP FOUNDATION
Weaving the fabric of a strong community

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 qualify 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