



**2020 Grants Internship**  
**Location: Boulder, CO**

**Organization description:** Since 1990, the “I Have A Dream” Foundation of Boulder County has helped over 1,000 children from low-income areas achieve their education and career goals by providing long-term personal and academic support, tutoring, mentoring and four-year tuition-assistance scholarships to each graduating student. Currently, there are 13 “I Have A Dream” cohorts in Boulder County, located in Boulder, Longmont, Lafayette and Carbon Valley. “I Have A Dream” has 38 staff members, 22 Notre Dame AmeriCorps members and an annual budget of \$4,083,000. The “I Have A Dream” program follows the national model established in New York in 1981 by founder, Eugene Lang. Since then, 200 programs nationwide have served more than 17,000 students. For more information go to [www.ihaveadreamboulder.org](http://www.ihaveadreamboulder.org).

**Position summary:** The Grant Intern will be a member of IHDF’s fast-paced, hard-working Development and Communications team and is responsible for assisting the Grants Manager with the timely submission of grant requirements. The Grants Intern will assist the Grants Manager and Development team with the timely submission of grant applications and reporting requirements. This position will work closely with the Grants Manager depending upon deadlines.

**Reports to:** Grants Manager and Director of Development & Communications

**Essential functions:**

- Prepare competitive grant application materials for corporations, foundations, and government entities
- Assist with data collection and drafting responses for grant reporting
- Update grant tracking spreadsheet & CRM database system (Salesforce)
- Occasionally represent “I Have A Dream” at grant presentations and community events
- Other duties assigned as related to the grants process

**Required qualifications:**

- High school diploma or GED
- Strong writer with capacity for storytelling
- Strong peer-reviewer
- Highly organized with excellent time management skills
- Previous experience in the nonprofit sector with fundraising a plus
- Previous experience with CRM database a plus
- Spanish speaker a plus

**Compensation:** Monthly stipend and/or college credit available.

**Application Process:** Using "Grants Intern" in the subject line please email your cover letter and resume to [grants@ihaveadreamboulder.org](mailto:grants@ihaveadreamboulder.org). Applications will be reviewed until the position is filled.