



Position Description:

Development & Grant Writing Intern (part time, non-paid)

Mission: The Pebble Tossers mission is to engage and equip youth to lead through service.

Supervisor Accessibility:

Interns work directly with the Executive Director and development consultant. Whether through email or in person, the senior team is available to clarify questions necessary to complete a project. The Executive Director hosts staff meetings twice a week to bring the team together to discuss weekly goals and accomplishments.

Hours expected: 15 to 20 hours a week. Internships will be mainly virtual, however there will be opportunity to meet in-person at our offices and assist with in-person fundraisers as planned.

Build Life-long Skills:

At Pebble Tossers, we focus on building skills that you can apply for a lifetime, including: communication, leadership, presentation, project management, resiliency, personal flexibility and technology. Through meaningful work, interns will:

- Learn how to think critically and act logically to solve problems and make decisions
- Develop leadership skills through taking ownership and responsibility of projects
- Learn how to develop a positive attitude toward change

Responsibilities:

You have the ability to write in a compelling, powerful, and accessible way about services and projects that address positive youth development.

- Rewrite and write passionate promotional messaging geared toward donors
- Write compelling call to action membership content for newsletters, stewardship campaigns and surveys
- Research available and applicable grants
- Maintain grant timelines, meeting deadlines, and identify deliverables, including supporting documents
- Research and apply for Corporate Giving Programs.
- Assist in compliance and reporting requirements for grantors/funders
- Draft full grant proposals for submission with supervision
- Process gifts and help build partnerships with donors through timely acknowledgement of contributions and ongoing donor communications.
- Receive introduction to eTapestry, a Blackbaud CRM donor database, assist with record maintenance
- Help plan fundraising and cultivation events and activities
- Write articles for eNewsletter and blog
- Research news items and articles that relate to Pebble Tossers mission and underscore the importance of our mission

Qualifications

- College student, College Graduate student and beyond
- Excellent oral and written communication skills
- Personal qualities of initiative, organization, self-motivation, reliability, flexibility, curiosity, energy and collaboration
- Ability to work with a range of people and show sensitivity to individual differences
- Commitment to the mission of igniting a passion for volunteerism in youth
- Availability to work an occasional evening and weekend as needed

Please email resume and a thoughtfully written cover letter to Jen Guynn - jguynn@pebbletossers.org

