Grant Writing Internship

(12 week program at minimum)

Position Summary

The Grant Writing Intern will support Cornell Cooperative Extension Suffolk County's efforts to secure funding for programs and initiatives across multiple departments, including Marine, Agriculture, Community Education, Administration, 4-H Programing, Energy/ Technology, Regional Workforce Development Programs, and Arts/Creative Projects. This internship provides hands-on experience in grant research, proposal development, program evaluation, and nonprofit fundraising while contributing to projects that benefit local communities.

Essential Responsibilities

- Research grant opportunities from federal, state, local, corporate, and private funding sources.
- Assist with drafting grant proposals, letters of inquiry, and supporting application materials.
- Gather and compile program data, statistics, budgets, and outcomes to support funding requests.
- Collaborate with staff across departments to identify funding needs and document program impact.
- Maintain grant tracking systems, calendars, and funding databases.
- Assist with preparation of reports, narratives, and documentation required by grant funders.
- Review funding guidelines and help ensure compliance with submission requirements.
- Support administrative tasks related to grant development and fundraising initiatives.
- Participate in team meetings and special projects as assigned.

Qualifications

- Collabrative strong interpersonal and communication skills.
- Excellent research, organizational, and time management abilities.
- Attention to detail and ability to manage multiple deadlines.
- Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.
- Ability to work independently and collaboratively in a professional environment.
- Interest in nonprofit organizations, community programs, public service, or fundraising is preferred.

Learning Objectives

Through this internship, participants will:

- Gain experience researching and identifying funding opportunities.
- Develop grant writing and proposal development skills.
- Learn how nonprofit and educational organizations secure and manage external funding.
- Enhance professional communication and problem solving.

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- Gain exposure to a variety of program areas that serve Suffolk County communities.

Compensation

Grant writing interns will be eligible to receive a performance-based stipend tied to the value of grant applications they help develop and submit. To qualify, interns must be in good standing with the program, successfully complete all assigned training requirements, maintain accurate records of their contributions, and actively participate in the research, writing, editing, and submission process for eligible grant proposals. Stipend amounts will be calculated based on the total dollar value of grant applications submitted during the internship period, with individual awards reflecting each intern's documented level of involvement and contribution. All stipend recommendations will be reviewed and approved by the Program Director or designated supervisor to ensure fairness, quality standards, and compliance with organizational policies. Final approval will be contingent upon the timely submission of grant applications that meet organizational and funder requirements, as well as satisfactory performance evaluations throughout the internship. This structure rewards initiative, accountability, and excellence while providing interns with valuable experience in grant development and fundraising.

Location: Remote; occasional in-person attendance may be required based on program needs.