



Christel House.
International

Research & Grants Intern Job Description

Reports to: Grants Administrator for direction, mentoring, follow-up, etc. and for basic items including: amount of time worked, orientation, resources, etc. Also works closely with all development staff to help understand and build awareness, organizational capacity and reach.

General Description

The Grants interns will focus on one or more of the following projects.

- Researching and qualifying prospects for possible grants and/or individual giving.
- Assisting Grants Administrator with preparing proposal packages, scanning and storing old proposals and organizing current files.
- Using Raiser's Edge and Foundation Search software to further potential prospect relationships.
- Assisting Grants Administrator with writing of grant proposals as needed.

Knowledge & Skills

Candidate should be capable of initiating and maintaining strong personal relationships. In addition, he/she should be able to coordinate with all departments and learning centers involved to ensure the completion of the above projects. A high degree of organization and self-motivation is required. This person must quickly learn our organization and the market.

Prefer a responsible college undergraduate or recent graduate with a degree/focus in Nonprofit Management, Grants, Business or related field. Graduate students also accepted.

Benefits

Professional experience with a highly-reputable international nonprofit organization. Flexible schedule. Paid parking in downtown Indianapolis

Christel House International mobilizes more than 250 global staff members, thousands of supporters, friends and family to provide a holistic approach to poverty alleviation including quality education, nutrition and healthcare to more than 3,000 children. With offices in India, South Africa, Mexico, Venezuela and the U.S. we are breaking the cycle of poverty. For more information, please visit www.christelhouse.org.

To Apply

Please forward resume and cover letter addressing experience and interests to Nathan Hand at nhand@christelhouse.org.

Up to 2 people will be hired to fulfill the needs above. Positions will remain open until filled.