



## FPWA Development Grant Writer Intern (Institutional Giving)

FPWA is seeking a graduate-school level development intern to work with the Development team in increasing our annual revenue goals through the development and execution of a restricted funding project. The intern would help develop and implement fundraising strategies to meet defined revenue goals per project to support identified FPWA programmatic areas or initiatives. That would include the identification of a slate of funders and development of a narrative and related proposal materials that ties the programmatic focus to the funding community's priorities on the issue. With the support of the internal FPWA team and coordination through the organizational leadership on Institutional Giving and head of Development, the consultant would execute the following activities and access FPWA resources to support each project's development:

- Research potential funding sources/opportunities from both private and public sources for identified programmatic areas. Two slated for 2017 are FPWA's Campaign for Successful Aging and our Immigrant Workforce Initiative.
- Conduct external outreach as needed to identify and cultivate funders for these two programmatic areas
- Gain in-depth knowledge of FPWA's key programmatic initiatives to identify ways in which programs may be "packaged" together to effectively secure funding and identify potential funding sources
- Craft compelling written proposals and reports, often requiring the clear distillation and synthesis of complex material
- Conduct external policy and programmatic research as needed
- Collaborate with FPWA development and program staff as needed.

### Candidate Skills:

- Bachelor's degree and current matriculation in a related graduate program, ie. public policy, or academic track requiring grant fundraising
- Experience in writing proposals, letters of inquiry and concept papers.

- Experience in successfully researching, writing, submitting, securing, tracking and reporting foundation and corporate support; experience with private foundation and government donors a plus.
- Resourceful and independent, comfortable working within the framework of an integrated development program and team-oriented environment.
- Strong skills in gathering, analyzing, presenting and organizing key programmatic information.
- Knowledge of development best practices and philanthropic trends.
- Attention to detail and ability to organize and communicate complex information effectively.
- Demonstrated ability to analyze and synthesize data from a wide variety of sources, and present the resulting information in a clear, compelling case
- Excellent written communication skills.
- Strong time management skills and ability to work on several projects at once under tight deadlines.

## About FPWA

FPWA is an anti-poverty, policy and advocacy organization whose mission is to promote the social and economic well-being of greater New York's most vulnerable by advocating for just public policies and strengthening human service organizations. FPWA has a membership network of nearly 180 human service and faith based organizations that operate over 1,200 programs throughout the New York City metro area. Together we serve over 1.5 million low-income New Yorkers and strive to reduce poverty, advance upward mobility and create shared prosperity.

FPWA's multifaceted programming creates transformative results for nonprofit staff and the places they serve. We advocate tirelessly on behalf of our membership network of 180 health and human service organizations through establishing poverty-reducing policies and programs that provide sustained results. Our capacity-building work enhances the impact of our member agencies to better provide services while simultaneously delivering immediate assistance to address their clients' urgent needs.

## **How To Apply**

To apply please send an email to [jobs@fpwa.org](mailto:jobs@fpwa.org) with the job title "Grant Writing Intern" in the subject line and include a cover letter and a copy of a current and updated resume.

No phone calls or other inquiries please. Only applicants selected for interviews will be contacted.

## **AN EQUAL OPPORTUNITY EMPLOYER**

FPWA is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

## **Benefits**

This is a paid internship. However, course credit may be available from your educational institution if desired instead. The hourly salary will be set commensurate on the role and skill but ranges from \$15-\$18/hour and we seek a minimum of 15-20 hours per week.