



**Position Title:** Grant Research/Development Intern

**Reports to:** Executive Director

**Ideal Major:** English, Nonprofit (anyone is welcome to apply)

**Position Summary:** In accordance with the standards of the House of Mercy and in union with the Magisterium of the Catholic Church practices and policies, the internship program plays an important role at the House of Mercy. The internships offered are opportunities for the intern to learn about the operations of a business and nonprofit as well as opportunities to offer skills and expertise that House of Mercy can utilize to further the mission.

**Compensation:** The internships are unpaid but can be taken for credit according to the agreement between House of Mercy and the University or College that the intern is currently enrolled. A small stipend may be rewarded at the completion of the internship to help offset travel expenses throughout the semester.

**Work Hours:** 10 hours/week (at least) is preferred but is negotiable based on the need of credits and school schedule

Responsibilities:

- Collaborate with knowledgeable grant writing volunteer
- Research plausible grant opportunities
- Write letters of interest to foundations
- Follow up and schedule important due dates and manage grants already being processed
- Write and put together grant proposals as needed

Job Requirements:

- Work independently and with a team
- Self-starter with a good work ethic
- Open to growth and instruction
- Good communication skills
- Well organized
- Good customer service
- Competency in Microsoft Word, Excel and email

We value a high degree of integrity, professionalism, flexibility and fun!

Please send resume and application to Jessica Root, Executive Director at [jroot@houseofmercyva.org](mailto:jroot@houseofmercyva.org)