



## Grant Writing Spring 2025 Remote Intern

TLT-Leading Leaders

### **Key responsibilities:**

TLT - Tomorrow's Leaders Today is currently seeking an entry level intern to learn and help with the grant writing process. This is an excellent opportunity for an individual seeking to gain more experience in grant and funding research and writing for a non-profit organization.

### **Work Schedule:**

#### **MANDATORY REQUIREMENTS:**

One-Hour long virtual weekly team meeting

Options: Tues 7:30am, 9:00am, Tues 1030am, Tues 1200pm

#### **AND**

Bi-weekly position specific virtual coaching sessions held under the supervision of a supervisor.

**February 3<sup>rd</sup> to April 15th check your schedule prior to applying.**

**Work hours are flexible, but you must commit to working 10-20 hours per week.**

**Applicants must reside in Texas and be work authorized.**

### **Responsibilities will include:**

- Develop program summaries, outlining how each of our programs are run
- Draft compelling grant proposals
- Conduct relevant research for grants
- Assist in maintaining the annual grant calendar
- Identify, through research, public and private grant, and corporate sponsorship opportunities for the programs within the organization

### **Qualifications:**

- Excellent writing, verbal, proofreading, editing, and email communication is required
- Flexible and self-motivated
- Detail oriented, with the ability to prioritize under deadlines
- Proficient in Microsoft Office products, specifically Word and Excel, well as Internet search tools

-Understanding of or prior work/volunteer experience in non-profit organizations is a plus

### **About this internship program**

This internship is designed to be both educational and practical. In this internship program, the intern will learn how to take skills they have acquired in school or former job experiences and apply them in a professional setting. They will gain a better understanding of the role can play in a non-profit setting and be better prepared to work in the arena of operations and the nonprofit sector.

The TLT- Leading Leaders Intern program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The TLT Leading Leaders Intern Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge, while developing leadership qualities and skills with hands-on curriculum-based opportunities. These positions are all **REMOTE** which allows us to serve many young adults, in many locations, and inclusive to all, across Texas. Experience is not required. Engagement with business, civic and community leaders aligned with the participant's career choice leads to more meaningful connections.

Check with your school advisor if looking to receive credit for completing our curriculum-based program, and with your career services office for possible grant opportunities for stipends for these unpaid positions.

### **About TLT - Tomorrow's Leaders Today**

TLT- Tomorrow's Leaders Today, Inc. is a 501(c)3 nonprofit organization dedicated to helping develop youth leaders through education, collaboration, and mentorships with community & business leaders for the collective benefit of the students and their communities.

### **Diversity, Equity, Inclusion and Belonging**

We value and embrace diversity, equity, inclusion and belonging. We seek views that reflect all walks of life and reflect those views in our programs. We recognize the special needs and diverse backgrounds of individuals, our students, volunteers, and our communities. All individuals are given an equal opportunity to be heard and to benefit from our program.

### **Compensation:**

Unpaid - Through generous sponsorships, opportunities **may** become available to apply for stipends. These will be shared with current interns.

### **Duration:**

Temporary / Seasonal

**Company Details:**

**COMPANY SIZE**

1 - 10 employees

**INDUSTRY**

Non-Profit

**HEADQUARTERS**

Denton County, Texas

**WEBSITE**

<https://www.TLTLeaders.org>

**SOCIAL MEDIA**

<https://www.facebook.com/TLTLeaders.Org>

<https://www.instagram.com/tltleaders/>

<https://www.linkedin.com/company/64271191>

<https://www.patreon.com/TLTLeaders>

<https://twitter.com/TLTLeaders>

[https://www.youtube.com/channel/UCrPNTIq4\\_oBKrM3QVTJR0Ww](https://www.youtube.com/channel/UCrPNTIq4_oBKrM3QVTJR0Ww)

**WORK AUTHORIZATION REQUIREMENTS**

**Applicants must reside in Texas and be a US Citizen or work authorized.**

**CONTACT INFORMATION**

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