



**National
Multiple Sclerosis
Society**

Fall Intern 2010
GRANT WRITER INTERN
National Multiple Sclerosis Society, Central PA Chapter
2040 Linglestown Road, Suite 104
Harrisburg, PA 17110

Department/Program: Community Development
Position Title: Grant Writer Intern

Key Responsibilities:

- Research and identify prospects for corporation and foundation grants
- Gather information necessary in submitting complete and thorough grant proposals
- Ensure compliance of all grant reporting as required by foundation/corporate donors
- Manage the tracking and distribution of statistics needed for donor stewardship
- Update and maintain development database, as necessary

Initial Impact: The Fall Intern will identify, coordinate, and draft grant proposals.

Sustainable/Long Term Outcome: The Fall Intern provides crucial support by increasing funding options to sustain and/or grow current programs and services, resulting in helping the Society to spread the word about MS and to ultimately achieve its goal of a world free of MS.

Training and Support: Initial volunteer orientation is provided along with staff and chapter introduction and an overview of basic office equipment required to perform this position (i.e. fax machine, copier, etc...). Ongoing feedback and training is available from the Executive Vice President of Mission Advancement and the Director of Community Development.

Commitment: Full of part-time. Minimum commitment of 10-weeks (September-December, 2010) 15-40 hours a week. Internship is unpaid. Report to: Barbara Bradshaw, Director of Community Development.

Qualifications:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Knowledge and familiarity of fundraising prospects research
- Knowledge of basic fundraising techniques and strategies
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; E-mail and Web searches

Benefits:

- Excellent opportunity to enhance the Society's programs and services available to members living with MS
- Learn new software program
- Chance to meet new people
- The chance to contribute to a professional and friendly workplace that embraces each individual's skills and abilities
- To become part of the movement to do something about MS

Send cover letter, resume, schedule of availability and writing sample to:

National Multiple Sclerosis Society, Central PA Chapter
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2040 Linglestown Road, Suite 104
Harrisburg, PA 17011
1-800-227-2108
1-717-652-2108
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