



**Position:** Grant Research & Writing Intern

**Organizational Overview:**

FFEN is a nimble, innovative and entrepreneurial nonprofit investing dollars and practical expertise into improving the financial and operational capacity of Minnesota food shelves. In the rapidly changing hunger relief environment, we offer pragmatic and free assistance to food shelves reinventing themselves to better serve more clients. We operate by building trust-based relationships with local food shelves and support them to incorporate increased business and service best practices in their work. We believe that a strong and stable food shelf system is critical to our communities and our vision is for the system to provide equitable, healthy & predictable food options throughout the state.

**Internship Purpose:**

To research statewide and regional grant opportunities for both FFEN as well as local food shelves that FFEN is working with. Support development of key grant and proposal content for both FFEN and local food shelves to implement for funding requests.

**Responsibilities:**

- **Grant Research:** Research grant funding opportunities that are in alignment with supporting FFEN's mission and work and/or supporting on the ground food shelf improvements in particular regions.
- **Proposal Development:** Develop standard content and framework for food shelves to approach local donors with proposals for critical and impactful improvement needs.
- **Grant Content Development:** Develop options for standard FFEN content that can be used in grant requests and proposals.

**Learning Objectives:**

- Gain experience and refine your skills in effective grant research and identification of opportunities for creative funding alignment.
- Develop your ability to craft concise content to convey organizational program work and broader impact.
- Gain experience in grant-writing as well as broader fundraising strategy.
- Engage in opportunities to enhance resume and cover letter writing, networking and interview skills and partake in other professional development opportunities such as networking, workshops and trainings

**Position Requirements:**

- Comfortable working independently and identifying key data points to capture and document
- Strong data organization skills for capturing research data
- Strong written communication skills
- Ability to operate in a fast-paced, flexible work environment and take initiative to meet broad goals

**Time Requirements & Schedule:**

- **Total Time Requirement:** 10-20 hours per week
- **Project Start and End Date:** Fall 2019 – Specific dates TBD
- **Schedule:** Flexible during FFEN Office Hours, 8am to 4pm Monday-Thursday
- **Work Site:** FFEN Offices, 701 North 3<sup>rd</sup> Street, Minneapolis, MN 55401; some flexibility to work offsite/at home
- **Status:** Internship – Monetarily Unpaid

**To apply for this internship position, forward your resume and cover letter to:** FFEN Executive Director, [info@ffen.org](mailto:info@ffen.org)