New Directions
CENTER, INC.

EMPOWERING LIVES • EDUCATING THE COMMUNITY • ENDING VIOLENCE

New Directions Center is a non-profit organization working to reduce the impact of intimate partner violence, sexual assault, and human trafficking through survivor-centered advocacy, support services, community education, and awareness.

Job Title: Grant Writing Intern
Reports To: Executive and Assistant Director
Internship Term: Summer/Fall/Spring
Location: Hybrid/Primarily Remote in Staunton, VA
Compensation: Volunteer/Unpaid

SUMMARY

The Grant Writing Intern supports the Executive Director and Assistant Director in advancing the agency's fundraising efforts through grant research, proposal development, and grant administration.

ESSENTIAL DUTIES

- Research prospective grant opportunities and track application deadlines.
- Assist with the preparation and organization of grant applications and supporting materials.
- Compile and incorporate agency data, statistics, and program information into grant proposals.
- Maintain grant tracking systems, checklists, and required documentation.
- Assist with grant reporting and compliance requirements.
- Answer hotline calls.
- Provide general administrative and program support as needed.

QUALIFICATIONS

The individual must be self motivated and have the ability to problem solve and to seek out creative solutions independently but also understand that program development requires collaboration and communication. This position is best fit for

students in **nonprofit management, business administration, communications, English, and public administration programs**.