



A Unique “Hands On” Training, Career Development Opportunity  
Prepare for Part-Time, Full-Time or Work as a **Grant Writing** Consultant  
Job Title: Grant Writer **Internship** (unpaid)

**Want to make a great income**, while supporting great causes?

*Learn how to write grants for nonprofits, community-based organizations and publicly-funded organizations like schools, libraries, museums and more!*

You will learn how to prepare professional quality, competitive grant proposals to **tap into millions** available from government, foundation and corporate funding sources.

*I have more business from clients than I can handle as a sole proprietor, so I'm looking for at least three individuals serious about learning how to write grants.*

I will teach you a simple 5-step process, using 10 building blocks as outlined in my book\* I used for the past three years to teach a 10-week course at UCLA Extension:  
\*“The Grantbuilder™: Step-by-Step Guide to Grant Writing Workbook, 2<sup>nd</sup> Edition.

*If you will invest your time to learn, I'm excited to invest my time to teach you how to **find grants, get grants and get paid!***

As soon as you complete the initial orientation/training period of approximately 4 to 6 weeks (160 to 200 hours)\*\* as an unpaid intern, **you will have at least two income-earning options:**

- 1) **I will be prepared to put you to work and “show you the money” as a member of The Grantbuilder™ team.**

*\*\*Important Note: The hours include time you will spend completing learning activities and follow-up assignments independently. Total hours required are based on the amount of time you need to master the basics. The training includes a mix of in-person sessions with the instructor, as well as teleconferences and/or webinars.*

- 2) You may select to pursue other job opportunities independently in a staff or consultant role for a nonprofit or other organization that hires grant writers.

*See page 2 of this announcement for Requirements, Qualifications and an overview of the Internship Training.*

[www.TheGrantbuilder.com](http://www.TheGrantbuilder.com)

### Qualifications and Requirements:

- Must reside in Southern CA region (preferably Pasadena-Foothills region for your commuting convenience to attend in-person sessions with the instructor)
- Four-year college degree preferred (min. 2yrs of college required; must include successful completion of at least one English course and some general education courses)
- **Access to laptop and WiFi** (laptop needed to complete “hands-on” assignments during work sessions with the author and onsite at nonprofit organizations)
- Proficient with basic use of MSWord (typing speed of approx. 50 wpm or willing to improve keyboarding skills)
- Familiar with MSEXcel (for creating budgets) or willing to learn
- Available to schedule and participate in (unpaid) initial training/orientation period of 4-6 weeks (min. 160 hours to approx. 200 hours)
- Personal transportation (to attend in-person trainings with the author; some trainings may involve working onsite at nonprofits in the LA-area to participate in interviews/meetings)
- Ability to conduct basic searches on the internet to locate information
- Ability to work independently to complete follow-up learning activities
- Enjoy reading and learning new things
- Strong command of the written English language
- Understand the importance of follow-through and meeting deadlines

### The Internship Training Program includes:

- An overview of **nonprofits and 501(c)(3)** charitable tax-exempt organizations
- How to conduct **grants research** using the internet and other free resources
- How to create a **program design** to illustrate/describe the program or services that need to be funded
- How to create **annual budgets** and **project budgets** (for a nonprofit or other organizations)
- How to review a funder’s **grant guidelines** and **grant application** instructions
- How to gather and/or create the 10 basic building blocks needed to write any type of grant
- How to **complete and submit grants** to government, foundation and corporate funding sources (online and hardcopy)

**This is an intensive “hands-on” learning opportunity!**

Everything is not for everybody, but if you think this might be a good fit for you, visit our website at [www.TheGrantbuilder.com](http://www.TheGrantbuilder.com) and complete the brief online Internship Application Form (see dropdown tab under “HOME” tab)