

## **Internship Opportunity: Grant Writer at Denton Community Youth Choirs**

**Position:** Grant Writer (Unpaid Internship)

**Location:** Virtual, based in Denton, TX

**Organization:** Denton Community Youth Choirs (DCYC)

**Duration:** September 2024 - June 2025

**Supervisor:** Dillon Downey, Administrative Director

### **About Us:**

Denton Community Youth Choirs is a nonprofit organization dedicated to building a meaningful and musical community. The mission of the Denton Community Youth Choirs is to empower children's artistic growth through community-based musical experiences.

### **Position Overview:**

We are seeking a passionate and detail-oriented Grant Writer Intern to join our team. This unpaid internship offers an excellent opportunity for individuals looking to gain hands-on experience in nonprofit development and grant writing. The Grant Writer Intern will play a crucial role in supporting our accessible programming by researching potential grants and drafting compelling grant proposals.

### **Key Responsibilities:**

- Conduct comprehensive research to identify grant opportunities that align with DCYC's mission and programs.
- Draft, edit, and finalize grant proposals under the supervision of the Administrative Director.
- Maintain a calendar of grant deadlines and submission dates.
- Assist in gathering necessary documentation and data required for grant applications.
- Collaborate with the Administrative Director and other team members to ensure timely submission of grant applications.
- Participate in regular meetings to discuss progress, challenges, and strategies for successful grant acquisition.
- Communicate in a way that represents the organization according to our mission and values and maintaining confidentiality.

### **Qualifications:**

- We want someone who is eager to learn and contribute to the mission of our organization.
- Strong written communication skills with an ability to write clear, concise, and persuasive proposals.
- Excellent research skills and attention to detail.
- Ability to work independently and manage multiple projects simultaneously.
- Basic understanding of the nonprofit sector and fundraising principles.
- Proficiency in the technological skills necessary for grant writing.
- Previous experience in grant writing or fundraising is a plus but not required.

**Benefits:**

- Gain valuable experience in grant writing and nonprofit management.
- Work closely with experienced professionals in the field.
- Build your resume and expand your professional network.
- Contribute to a meaningful cause and make a difference in the community.

**How to Apply:**

Interested candidates should submit the following materials:

1. A cover letter explaining your interest in the internship and any relevant experience.
2. A current resume.
3. A writing sample (preferably a grant proposal or similar document, if available).

Please send your application materials to Dillon Downey, Administrative Director, at [ddowney@dentoncommunityyouthchoirs.org](mailto:dtdowney@dentoncommunityyouthchoirs.org) with the subject line "Grant Writer Internship Application."

**Application Deadline:** August 10, 2024

Denton Community Youth Choirs is committed to fostering a diverse and inclusive environment. We welcome applications from all individuals, regardless of background or experience.

Join us in our mission to inspire and nurture the next generation of young musicians. We look forward to hearing from you!