

Warrior Writers Fundraising Intern

Warrior Writers is a grassroots national organization based out of Philadelphia dedicated to supporting veterans. Warrior Writers' mission is to provide a creative community for artistic expression amongst veterans to aid in healing and to raise awareness about veterans' issues. By providing a supportive and expressive community, Warrior Writers helps veterans with the difficult transition back into civilian life, using the cathartic art-making process. Warrior Writers hosts writing and artistic workshops where veterans come together to make works that address their experiences in the military and overseas. These works are compiled and showcased through books, performances and exhibits that provide a lens into the hearts of those who have experienced war and to educate the public about veterans' experiences. Through Warrior Writers, veterans reflect on their experiences, share their thoughts and creative works, are empowered as artists. For more details see www.warriorwriters.org

Warrior Writers is seeking a Fundraising Intern who will work in Philadelphia to help support the fundraising efforts of the organization. Responsibilities will include working with the Director to research, write and submit grant applications.

Qualifications:

- Must be responsible, motivated, capable of independent work, and eager to support veterans.
- Proficiency with Office software, including MS Word and Excel
- Excellent verbal and written communication skills and prioritizing; ability to work on multiple projects

Responsibilities:

- Help maintain financial information including budgets, cash flow documents, development plans
- Manage grants calendar
- Compile grant drafts, coordinate feedback, submit final grants and reports
- Write and oversee the sending of thank you letters
- Coordinate Sustaining Donor program

To apply: Send resume, cover letter, 3 writing samples and 2 references to info@warriorwriters.org
Submit ASAP.

Internship Dates: Flexible. Hours: 10 per week