

## Potential internship for University of Montana Master of Public Administration Students

DanceSafe is looking for a Development And Grant Writing Intern to join their team. The Grants Intern will work closely with DanceSafe's Executive Director and other staff to help sustain and expand revenue. The intern will plan and perform grant research, grants management, grant coordination, and grant submission. Excellent tracking of all tasks and organizational skills are required for this position. You will gain valuable experience in many aspects of fundraising, as well as learn the techniques of a successful Development Department. This internship is only available to individuals doing an internship for academic credit.

### Responsibilities:

- Grant prospect research (Google and database search for potential funders)
- Assist with grant donor outreach and cultivation
- Writing and editing grant applications
- Gathering data for reports, needs statements, etc
- Assist with the creation and preparation of communication materials
- Assist with updating and maintaining potential grant database
- Must maintain and execute confidential information
- Support other staff members with duties and responsibilities as assigned

### Qualifications:

- Bachelor's Degree in relevant field in progress (at least 2 years completed by requested internship season)
- Masters Degree in progress preferred
- Excellent research abilities and a thorough attention to detail
- A self-starting attitude and ability to maintain deadlines, multi-task, and work efficiently in a fast-paced environment without close supervision
- Strong ability to work both independently and collaboratively
- Experience with Slack and Trello (not required but preferred)
- Personal background in electronic music community (not required but preferred)
- Computer skills with proficiency in Microsoft Office, especially Excel
- Strong written and verbal communication skills

**Benefits and skills learned:** This internship will provide an opportunity to broaden your knowledge of fundraising for an established and successful national nonprofit. You will learn how to navigate a donor database, hone your research, writing, and editing skills, and learn what constitutes a successful grant proposal. Additionally, you will learn about development and community engagement in a nonprofit setting. As a fully virtual organization with nomadic staff, this internship can be completed in any location.

**Compensation Details:** This is an unpaid/volunteer position. Hours are flexible and can be full-time or part-time, adapting to the candidate's availability and class schedule, with a minimum of

10 hours per week for 12 weeks. Priority will be given to candidates who can commit for the entire school year. Please indicate potential hours/days available when applying.

**How to Apply:** Please send a cover letter, resume and one writing sample if available to [GrantIntern@DanceSafe.org](mailto:GrantIntern@DanceSafe.org).

*DanceSafe is a 501(c)(3) public health organization promoting health and safety within the nightlife and electronic music community. Founded in 1998, DanceSafe quickly grew into a national organization with chapters in cities across North America. DanceSafe has two fundamental operating principles: harm reduction and peer-based, popular education. Combining these two principles has enabled us to create successful, peer-based educational programs to reduce drug misuse and empower young people to make healthy, informed lifestyle choices.*