

# WE'RE HIRING!

## ***POSITION: GRANTS & FUNDRAISING INTERN, SUMMER 2017!***

**The Vail Valley Foundation (VVF)** is seeking enthusiastic and driven interns for the 2017 Summer Season, with professional goals and aspirations that align with our organization's diverse mission and commitment to excellence within the community.

The Grants & Fundraising Intern must be a problem-solver with strong oral and written communication skills, and highly organized, detailed, personable, and a self-starter. Must also be highly proficient in computer literacy including Microsoft Office and web-based applications. Must have excellent research and analytical skills. Candidates must be available between early June and mid-August and must be able to work between 30 and 40 hours per week.

### **WHAT IS VVF?**

*Founded in 1981, the **Vail Valley Foundation (VVF)** was created to enhance the quality of life in the Vail Valley through athletic, cultural, and education programs and events. Today, the VVF operates with an average annual budget of approximately \$24 million and a full-time staff of 62 employees. Thanks to the generous support from individuals and corporations, the Foundation is responsible for providing this very special Colorado community with some of its most treasured annual events and programs.*



### ***EXPECTATIONS AND GOALS:***

The primary goals for the internship are to increase the number of new approachable prospects and increase the efficiency of the grants process by moving ahead on review periods so that proposals are submitted further in advance of deadlines. Must be prepared to assist with prospect research, gathering materials and drafting grant proposals, preparing attachments for grants, writing thank you notes, and entering notes into Raiser's Edge. Interns will receive Raiser's Edge training, as well as training in effective grant writing practices, relationship management strategies for grantors, and preparing a budget for a grant proposal.

### ***COMPENSATION:***

This is an hourly position with a pay rate of \$12.00 per hour. Credit based internships will be considered.