

Thursday, March 23, 2017

## GRANT RESEARCH AND WRITING INTERNSHIP

Company: The Adventures of a Rogue Swan  
Location: New York, NY.

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Photo by David Mattson and Matina Banks ©2016 SFP LLC

### GRANT RESEARCH AND WRITING INTERNSHIP

About us:

The Adventures of a Rogue Swan (formerly Poetry & Rhyme) is a multimedia literacy outreach project created by ballerina, Matina Banks, by combining her passion for dance and the arts with her mission to help immigrant children. For more information check out [www.theadventuresofarogueswan.com](http://www.theadventuresofarogueswan.com)

Job Description:

To assist the directors in researching and identifying grants and other related possible funding options that would best fit the mission and needs of the project. To assist the directors in applying (will include some writing) to said grants.

Task & Responsibilities:

To follow the necessary steps to secure grant funding;

1. Research grants appropriate for our project using search tools and websites that you will identify (with some assistance from the directors).
2. Match grants with the projects needs and mission.
3. Collect all necessary information from the directors and any other sources to apply for the grant.
4. Work with the directors to write and finalize grants for application.

To do any additional research, connecting/networking with grant funder to further establish if it's worth applying for the grant. This includes researching past recipients of grants. This also may include attending events or online seminars to get more information.

Must be available for weekly meetings in addition to regular contact via email.

Able to commit approximately 10-15 hours per week.

Qualifications:

- Excellent research skills.
- A great writer. Clear, concise, and well-spoken.
- Social, outgoing, not afraid of "putting yourself out there" and representing the project.
- Ambitious/aggressive and not afraid to track down information that is not easily accessible.

- Experience working with arts and education, non-profit or social justice through the arts programs preferred.
- Previous experience with grant writing and research is preferred. If you are taking a class in the field that also can count.
- Hardworking, able to commit and see things through to the end.
- Good at working as part of a team, timely and able to work under a deadline extremely important.
- Being a good communicator also is an absolute necessity. Not afraid to ask questions and capable of problem solving.
- Able to think independently and be a self starter.
- Creative, innovative and not afraid to take risks with new ideas and concepts.
- Flexible and able to adapt. You can set your own hours with this internship but you must be able to stick to your own schedule.

Additional Notes:

Being passionate and inspired by what we are doing with this project is very important. These are children's lives that we are supporting and trying to help save so professionalism and commitment is key.

Graduate students or those with comparative life experience will be given preference. If you are not currently attending graduate school but would still like to apply, please explain your comparative life experience.

We are based in New York City but this job can be done remotely as long as you have access to video chat.

There is no pay for this internship. However this position could lead to a paid position in the future.

If you are looking for college credit for this internship please let us know.

This internship is set to begin as soon as possible. If you are looking for an internship for Summer 2017 please make note of that in your application.

To Apply:

Send cover letter and resume to [theadventureofarogueswan@gmail.com](mailto:theadventureofarogueswan@gmail.com) with Grant Researching and Writing Internship in the subject line.

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The Adventures of a Rogue Swan  
New York, NY.  
[www.theadventuresofarogueswan.com](http://www.theadventuresofarogueswan.com)

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For more information:  
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