



Technology Partnership

Grant Internship

Background

Technology Partnership (TP) was founded in 2004 to bridge the educational divide between the US and Kenya. TP provides technology and training to develop digital literacy and build connections among students in both countries. TP has shipped more than 600 computers to its partner schools and trained more than 180 Kenyan teachers in the fundamentals of teaching with technology. TP partners with schools in Kenya and the US to foster digitally savvy, global citizens. With unemployment at nearly 70% in Kenya, education and digital literacy are key pathways to success in the 21st century.

As a small non-profit, we welcome the generous support of interns and volunteers and in turn offer them the opportunity to build their resume with real experience in a stimulating work space.

Internship description

Because we are a small organization with limited grant history, we are focusing on smaller funding organizations. We have received several Global Giving and Rotary grants as well as a recent grant from the Posner Center for International Development. We are looking for an intern to find and write grants for smaller foundations and perhaps local technology company foundations.

This internship is all about grants and grant writing; you will be supported by volunteers with grant-writing expertise and have weekly meetings with the founder and interim ED.

This is a 3 to 6-month assignment @ 10 - 20 hours/week; these hours are flexible. One of the perks of this position is that we are located at the Posner Center for International Development where 65 international development non-profits work together and collaborate on projects. It is a very lively and stimulating work environment and you will be able to attend the many free training and social opportunities the Posner Center offers.

Responsibilities include but are not limited to the following:

- Maintains an up-to-date grants calendar and ensures that all deadlines are met;
- Search for new and viable funding opportunities;
- Prepares and updates proposal boiler plates/templates; and
- Works with Executive Director to draft grant reports and proposals.

Ideal Candidate Qualifications

- BA/BS (or working towards) in non-profit management, English, communications, or similar
- Exceptional writing skills
- Strong research skills
- Strong project management and organizational skills
- Attention to detail is a must
- Able to work independently and as a part of a team.