

THE HEALING TRUST (THT)

Job Title: Grantmaking Internship

Reports to: Program and Communications Officer

Position Summary: Have you ever wondered how foundations make decisions about grants? Are you curious about the ways in which foundations fund and support systems-change advocacy work? Would you like a deeper understanding about the ways in which nonprofit organizations can affect public policy? If so, this internship might be for you.

The Healing Trust's intern will have the opportunity to go beyond the surface of grant making to learn about its programs and to observe and/or participate in its grant making process from start to finish. This intern will write and evaluate grant proposals and dive-deep into The Healing Trust's efforts to support nonprofit staff through various programs. Additionally, this intern will also explore the ways that grantmaking foundations utilize communication strategies to support their missions and be exposed to THT's philosophy of compassionate care.

This internship is well-suited for macro-level social work students interested in public policy or systems-change advocacy, divinity students, MPH, and MBA students.

As with all jobs at The Trust, the intern is expected to be an active, energetic and supportive team member who practices compassion with self and others. The intern will work 15-20 hours a week and be paid \$15 per hour.

Learning opportunities:

- Review materials related to grant evaluation, health care policy, philanthropy in the south, and/or Adverse Childhood Experiences (ACEs)
- Understand how a grant process works from the foundation's perspective
- Attend The Trust's technical assistance workshops and advocacy capacity building training activities for grantees
- Creating and receiving feedback on grant proposals
- Attend coalition meetings with advocacy grantee partners to learn about strategy development
- Participate in site visits
- Participate in health care policy and/or adverse childhood experiences trainings or committees
- Evaluate grant proposals and/or reports relating to advocacy or policy
- Participation in Grant Review Meetings
- Conducting research and create reports/other deliverables related to The Healing Trust's initiatives
- Exploring practices around communicating with grantees
- Track relevant bill(s) at the state legislature and give updates/reports

Essential skills necessary:

- Excellent attention to detail
- Excellent interpersonal skills
- Excellent communications, organizational, and planning skills
- Ability to effectively utilize e-mail and all general office software and conduct information research
- Ability to work as a team member
- Self-motivated and initiative driven
- Ability to promote a professional image of The Trust throughout interactions with multiple constituents, including, but not limited to, trustees, grantees, staff, consultants, vendors and community members
- Willingness to learn new skills and technologies

Desired Qualifications:

- Paid or voluntary experience with non-profits preferred
- Interns must be enrolled in a graduate program for the entirety of these internships. Internships will last from August 2019 to May 2020.

Contact Information and Procedures: No phone calls. Please send cover letter and résumé by email to jennifer.oldham@healingtrust.org by April 13, 2019.

<http://www.healingtrust.org>