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downtowngreens.org

Earn Credit to Work with Downtown Greens Grant Writing Internship

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

Position: Grant Writing Intern

Internship Description: Downtown Greens is looking for a Grant Writing Intern to research, develop, and submit grant applications so that we can generate funds to fulfill our mission.

This position is best for an individual working or in possession of a degree in English, Business, Nonprofit Studies, or a related area of study.

Responsibilities could include:

- Researching local and national grant opportunities
- Writing program narratives & filling out applications
- Writing periodic reports for earned grants

Intern Qualifications:

- Experience or strong interest in writing, nonprofit management, and/or fundraising
- Attention to detail and strong writing/editing skills
- Must have ability to work independently and as part of a team

Location and Hours:

- Position will be located at the Downtown Greens headquarters in Fredericksburg, VA with possibility for remote work as well.
- Hours will vary depending on individual's schedule, availability and how many college credits they seek.

To Apply: Submit a resume, cover letter, and 250+ word writing sample to downtowngreens@gmail.com. Visit www.downtowngreens.org for additional information.