



Grant Writing and Research Internship

Victory Garden Initiative is a non-profit organization that builds communities who grow their own food as a way of life to create a community-based, ecologically sustainable, socially just and nutritious food system for all. We are a small, dynamic and rapidly growing organization seeking the right team member to join us in changing Milwaukee's landscape into a lush, food-producing city.

Position Description:

The Grant Writing and Research Internship is an opportunity to expand your knowledge of urban food production, gain connections with the Milwaukee food scene, and hone great communication skills while supporting the creation of a more sustainable and socially just food system. This internship will provide experience in grant management, program evaluation, community engagement, volunteer management, marketing, web-based design, and nonprofit management. This is an unpaid internship - students that qualify for school credit are encouraged to apply. Interns can also be hard-core volunteers that are not students!

Reports to: Education Programs Manager

Schedule and Duration:

Fall	Spring	Summer
September 1 - December 31	January 1 - May 31	June 1 -August 30
15-20 hours/week	15-20 hours/week	15-20 hours/week
Schedule is determined by the Intern and Education Programs Manager at the time of hire.		

Location:

1. Victory Garden Initiative Office - 1845 N Farwell Ave. Suite 100, Milwaukee, WI
2. Concordia Gardens Urban Farm - 220 E. Concordia Ave. Milwaukee, WI

Learning Opportunities and Duties:

- Work from Victory Garden Initiative office 10-15 hours per week, 2-3 days per week; evening and weekend availability
- Collaborate with Education and Community Programs Manager to research, write, and submit letter of intent and full grant proposals for operations, capacity, and all VGI programs
- Create and update detailed organizational materials, production tracking, budget evaluations, and activity reports
- Develop grant proposal and report materials such as case studies, need assessment, participant testimony, and program impact evaluations



- Maintain grant database with up-to-date deadlines, opportunities, and proposal status
- Research funding opportunities for all aspects of VGI
- Help VGI run an informational/educational table at community outreach events
- Complete other duties as assigned

Qualifications:

- Work from Victory Garden Initiative office 10-15 hours per week, 2-3 days per week; evening and weekend availability
- Exceptional written and verbal communication skills
- Demonstrated research experience with preference in non-profit funding
- A meticulous attention to detail
- Aptitude for commitment to deadlines
- An ability to multi-task and work efficiently without close supervision
- High degree of initiative and entrepreneurial spirit
- Strong ability to work both independently and collaboratively
- Flexibility and adaptability
- Proficiency in MS Office, Google Suite and basic website design
- Availability some evenings for volunteer events
- Interest in food system issues
- Passionate about changing the food system and living the VGI mission
- Biology, agriculture, environmental, nonprofit management, or sustainability student preferred. Additional desired skills: Previous experience with nonprofit PR or fundraising (not required but preferred)

The Grant Writing and Research Intern is crucial to the success of our programs. In addition to general organizational and program needs, this intern can expect to take part in events and activities that take place at our many outreach events as well as our urban farm, Concordia Gardens.

To apply: Please send cover letter, resume, and three references to helpusgrow@victorygardeninitiative.org with the subject line: Internship Program - (note this position). If possible, please combine into one PDF document.

Application Due Dates: **April 15** (Summer Internship), **August 30** (Fall Internship), **November 15** (Spring Internship)