



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 specific experience in all areas of development including writing and editing grants, tracking donors and fundraising data, researching new opportunities, donor acknowledgement, and preparing up-to-date needs assessment documents.

Note that this is an unpaid internship. That being said, we do our best to focus on hands-on training and cross-training opportunities in different departments. We are sometimes able to offer small stipends or credit for specific professional development workshops, but this is not a guarantee. Students that qualify for school credit are encouraged to apply. Interns can also be hard-core volunteers that are not students!

Reports to: Co-Executive Directors

Schedule and Duration: This is highly flexible, but in general these are the expectations.

Fall	Spring	Summer
September 1 - December 31	January 1 - May 31	June 1 -August 30
10-15 hours/week	10-15 hours/week	10-15 hours/week
Schedule is determined by the Intern and Program Managers at the time of hire.		

Location:

1. Victory Garden Initiative Office - 249 E. Concordia Ave, Milwaukee, WI 53212
2. Victory Garden Urban Farm - 220 E. Concordia Ave, Milwaukee, WI, 53212

Learning Opportunities and Duties:

- Collaborate with Co-Executive Directors to research, write, and submit letters 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,
- Learn about and assist in maintaining grant database with up-to-date deadlines, opportunities, and proposal status,
- Research funding opportunities for all aspects of VGI,
- Interns are expected to staff at least one informational/educational table at a community outreach event (such as a resource fair, Earth Day event, farmer's market community booth etc),
- Complete other duties as assigned and interested

Qualifications:

- 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
- Passionate about changing the food system and living the VGI mission
- Nonprofit management, journalism, communications, marketing, or business student preferred
- Additional desired skills: Previous experience with nonprofit PR or fundraising (not required but preferred)

To apply: Please send a cover letter and resume to helpusgrow@victorygardeninitiative with the subject line: Internship Program - Grant Writing & Research. If possible, please combine into one PDF document.

Note to applicants: if you are a student and interested in the position but cannot meet the time commitments, please still reach out to us! We are able to accommodate schedules for students to complete much shorter service hours through this internship program, we just ask that you are able to commit to some sort of regular, established schedule. Even if that is as little as 3 hours a week, you can still gain valuable experience in a chosen focus area (i.e. editing grant proposals or preparing needs assessments).

Application Due Dates: We accept applications on a rolling basis. However, we usually focus our efforts around the beginning of each semester (September, January, and May) You may submit at other times, but we cannot guarantee space available at those times or that we will be able to consider your application promptly.