



Nolan's H.E.R.O. Foundation

Job Title:	Grant Writer	Job Category:	Internship
Department/Group:	Funding	Job Code/ Req#:	GRANT-001
Location:	Pittsfield, ME	Travel Required:	None
Level/Salary Range:	Internship	Position Type:	Internship
HR Contact:	Ray Berthelette	Date Posted:	1/10/2018
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Until Filled
Applications Accepted By:			
EMAIL: ray@NolansHEROFoundation.org Subject Line: Grant Writer Internship		MAIL: Ray Berthelette Nolan's H.E.R.O. Foundation 199 Cianchette St. Pittsfield, ME 04967	
Job Description			
ROLE AND RESPONSIBILITIES Nolan's H.E.R.O. Foundation is a non-profit organization formed to carry on the mission of Nolan Berthelette, a Pittsfield youth, who suffered a fatal brain aneurysm at the age of 14. Our goal is to raise awareness of brain aneurysms and to support those who are finding ways to be a H.E.R.O. (Helping Everyone Realize Opportunities) in the lives of others. As a Grant Writer you will be instrumental in assisting the Foundation in acquiring funding through grants to include the following: <ul style="list-style-type: none">• Research grants for which our Foundation would be eligible.• Identifying, developing and responding to public and private grant opportunities.• Preparation of grant applications.• Preparation of proposals• Other duties as requested.			
QUALIFICATIONS AND EDUCATION REQUIREMENTS High School or College Internship			
PREFERRED SKILLS Writing skills, Computer skills, MS Word, MS Excel, social media, research, team player, motivated, ability to meet deadlines, want to make a positive impact in the World.			
ADDITIONAL NOTES Since we are a 501c(3) non-profit organization, your hours will not only count towards your internship, but towards community service as well.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Ray Berthelette	Date/Time:	1/10/2018 2:30pm