



GRANTS RESEARCH INTERN

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The Esplanade Association's (TEA) mission is to restore and enhance the Charles River Esplanade, a state park managed by the Department of Conservation and Recreation (DCR). TEA's core services – projects, programs and advocacy – are aimed at improving the park and enriching the park visitor's experience. TEA's office is located in Beacon Hill, steps away from the State House and walking distance from several MBTA stations. Staff works in a relaxed, friendly atmosphere with an active and engaged Board of Directors.

GENERAL INTERNSHIP DESCRIPTION: The Grants Research and Development Interns will research and analyze foundation funding opportunities for The Esplanade Association's work in projects, programs and advocacy and identify the strategic linkage between prospective funders and TEA's mission, operating goals and project priorities.

LOCATION: 10 Derne Street, Boston, MA 02114 on Beacon Hill across from the State House.

COMPENSATION: Weekly transportation stipend, school credit available

LENGTH OF INTERNSHIP & HOURS: Length of internship is flexible, minimum of 8 hours /week.

GENERAL DUTIES:

- Develop matrix of all possible grant categories that apply to TEA's work.
- Research and identify foundations with grant foci that match TEA's work.
- Identify strategic links between prospective funders and TEA's funding priorities.
- Prepare strategic link statements between TEA and prospective funders.
- Calculate grant amounts needed for each TEA project or program and formulate grant amounts that should be requested from prospective funders.
- Assess the leverage that each prospective grant will create (i.e. short and/or long-term benefit to TEA as well as the park community).
- Conduct cost benefit analysis of TEA programs.
- Prepare proposal templates for key work areas, i.e., projects, programs and advocacy.

QUALIFICATIONS:

- MBA student or recent MBA graduate
- Strong research and analysis skills
- Computer-savvy, proficiency in Word and Excel
- Ability to organize and manage multiple tasks and meet deadlines
- Good writing skills
- Good verbal communication and ability to communicate in an effective, courteous and professional manner with a diverse population including staff, members, and general public
- Familiarity with nonprofit organizations and fundraising is a plus

CONTACT: Please send resume and cover letter to Sylvia Salas at ssalas@esplanadeassociation.org. For more information, please visit us at www.esplanadeassociation.org. 617-227-0365