



Chinese Mutual Aid Association

1016 W Argyle Street Chicago, IL 60640
Tel: (773) 784-2900 | Fax: (773) 784-2984
www.chinesemutualaid.org

Grant Writer & Business Development Intern

Title: Grant Writer & Business Development Intern (unpaid position for either students or individuals seeking a career change or more experience)

Location: Chinese Mutual Aid Association's office in Chicago's Uptown neighborhood, which is located on Argyle Street between Broadway & Sheridan with the Red line Argyle stop near by the office. The individual will perform duties at CMAA's office and can also work remotely half of the time.

Reports to: Program Director & Business Development Manager

Chinese Mutual Aid Association (CMAA) is a pan-Asian social service non-profit agency located in Chicago's Uptown community on the north side of the city. CMAA's mission is to serve the needs, promote the interests and enhance the well-being of underserved & low-income immigrants and refugees from all generations & ethnic backgrounds in the Chicagoland area and to also foster their participation in American society. Visit www.chinesemutualaid.org for additional information about CMAA and its services for all generations.

POSITION SUMMARY: The grant writer & business development internship is an unique opportunity for a self-starter, motivated, and innovative individual who works well alone as well as with a team in identifying new revenue resources and compiling grants. The individual will receive hands-on experience writing grants and submitting them, helping CMAA identify individual/private/public funding sources, organizing donor database, streamlining grant submission processes, providing monthly reports, sharing fundraiser trends, sharing recommendations and helping support the marketing & events team at fundraising events.

Full and part-time internships are available, and school credit can be given. CMAA works around the schedules of team members, and individuals may work remotely half of the time if desired.

Although CMAA can only offer unpaid internships at this time, CMAA does provide opportunities for team members to attend professional development and community events and seminars.

RESPONSIBILITIES:

- Draft letters of inquiry, identify high priority grants to pursue, draft grants, proof read them and help submit grant applications
- Manage grant deadlines and update all parties involved about grants calendars and time lines
- Develop and expand a diversified funding stream for CMAA to increase agency funding
 - Research private & public funding opportunities such as individual donors, foundations, government (local/state/federal) small business & corporation sponsorships and create documents necessary to pursue and track these opportunities
 - Develop and update fundraising plan
 - Work with program director, business development manager and CMAA's board of directors' fundraising committee
 - Identify resources for fundraising events
 - Work with staff to develop/fine-tune outreach messaging, strategy, and materials such as e-newsletter, brochures, social media posts to potential funders
 - Assist in preparation and delivery of funding proposals and materials
- Provide monthly reports of grants being pursued, grants submissions and deadlines



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- Help manage the entire grant writing process from beginning till the end
- Support the agency through
 - Utilize CMAA's customer relationship management (CRM) software to track and maintain up-to-date records of former, existing and funders and donors
 - Other development-related duties as assigned
- Participate in collaborative planning and develop shared resources to create more efficient, cost-effective service delivery
 - Meet with staff to review and understand current organizational resource needs
 - Present fundraising best practices and success stories of other non-profits
 - Research, propose, and design a system to combine fundraising materials and resources in a shared binder and/or online shared drive
 - Solicit input and organize materials from colleagues for the shared resource
 - Track fundraising actions and result

QUALIFICATIONS

- Currently an enrolled student or individual interested in a career change
- Interest in grant writing, business development, non-profit management, philanthropy, public policy, and/or working with multicultural populations

KNOWLEDGE, SKILLS AND ABILITIES

- Self-starter who is highly motivated, organized and detail-oriented
- Can work by himself/herself and work with a team as well
- Strong writing skills
- Ability to exercise good judgment and handle sensitive matters as needed
- Ability to handle confidential information with great care
- Ability to plan, organize and prioritize projects
- Ability to respond to inquiries and complaints in a timely manner
- Honest and dependable professional who can represent CMAA outside the office
- Familiarity with programs such as Microsoft Office and willingness to learn & utilize new programs and database tools
- Must have patience and be flexible with projects
- Possess strong cultural sensitivity and superior cross-cultural communication skills as CMAA helps people from all ethnic backgrounds

Interested candidates for the position of grant writer & business development intern should submit a cover letter, his/her resume, two references and their references' contact information to Michelle Lura White, Business Development Manager at michellew@chinesemutualaid.org.

Chinese Mutual Aid Association (CMAA) is an Equal Opportunity Employer