Grants Internship

The Catholic Foundation of North Georgia helps Catholics make a lasting difference in the community. We attract, professionally manage, and invest gifts to support the current and long-term financial needs of parishes, schools, charities, and other ministries.

Position Title: Grants Intern

Position Description:
The Grants Intern will be responsible for supporting the Grants Manager with the grants management processes of the Foundation. This will include assisting with the review of grant applications, follow-up for needed or missing information, and performing Guidestar charity checks on nonprofit organizations. The Catholic Foundation accepts grant applications from Catholic schools, Catholic parishes, ministries, and nonprofits located in the Archdiocese of Atlanta. Interns should have completed at least one year of college. Recent college graduates who graduated in the last year are also welcome to apply.

Specific Responsibilities include but are not limited to:
- Learning and working with grants database and software
- Database support and data entry
- Researching organization’s websites to ensure compliance with Catholic teaching
- Creating charts and summaries to support the Grants Committee
- Communicating with grant applicants, if needed
- Working with staff on grant report follow-up including securing photos, possible grantee stories, etc.

Qualifications:
- Knowledge of Microsoft Office products, especially Word, Excel, and PowerPoint
- Skilled in verbal and written communication
- Good organizational skills
- Self-motivated, ability to prioritize, multitask, and meet deadlines
- Ability to communicate in a professional manner
- Able to interact over the phone and in person with a variety of people
- Interest in learning about nonprofit work
- A practicing Catholic is preferred

Accountability: The Grants Intern reports to the Grants Manager
Compensation: This is a paid internship.

Hours: 12-15 hours per week for a three month period.

Location: Work can be done remotely or in person. Specifics will be agreed to with your manager and the Foundation President.

Our office is located at 5871 Glenridge Drive, Suite 300, Atlanta, GA 30328.

To Apply: Please send both a resume and a cover letter detailing your interest and work experience to Sharon Adams at catholicfoundation@cfnga.org.