



Prevent Blindness Wisconsin

Grants Intern

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Hours: 5-7 hours per week

Job Overview: As the Grants Intern you will be joining the Prevent Blindness Wisconsin Development Team to help reach fundraising goals and gain hands-on experience in nonprofit fundraising including: grant research, grant writing and grant reporting.

Our Mission: Founded in 1958, Prevent Blindness Wisconsin improves the lives of children, adults, and families through early detection of eye conditions to prevent blindness and preserves sight. On-going vision screening activities and state-wide public health education lead to a lifetime of healthy vision.

Potential Tasks Include:

- Basic grant proposal preparation
- Research grant funding opportunities
- Prepare and share “success stories” with funders
- Editing/proofreading a variety of communications
- Data entry in donor software (DonorPerfect)

Qualifications:

- Excellent written, oral and interpersonal communication skills
- Ability to work independently
- Well-organized, detail-oriented, and creative
- Proficient with Microsoft Office and social media platforms
- Some college education in a Communications, Nonprofit, English or related field preferred

To Apply: Email a cover letter, resume and writing sample to Breanna@pbwi.org.