

## Internship Opportunity: Grants & Sponsorship

The Exploratory is a science education and gender equity NGO registered in Ghana, with a volunteer team in the Boston area. We need your help identifying foundation and corporate sponsors and developing proposals to advance our mission.

Number of positions	Internship – 2
Experience/Qualifications	Excellent research and writing skills
Location	Greater Boston – T-accessible or remote
<p>How you can help</p> <p>We need organized, detail-oriented, analytical researchers and excellent writers to search and compile information on potential funders, generate inquiry letters and proposals; and to conduct research on the issues we're addressing and the landscape of similar organizations.</p> <p>1) Grants research</p> <ol style="list-style-type: none"> <li>a. Using online databases, library resources and other strategies, identify funders, foundation and corporate, who support international development, girls and/or STEM education</li> <li>b. Work with Director to develop a funding matrix based on funder criteria and our mission</li> <li>c. Create a database of potential funders, including contact, calendar, etc</li> </ol> <p>2) Grant writing</p> <ol style="list-style-type: none"> <li>a. Identify and update background research to make the case for need and our approach</li> <li>b. Initiate communication and/or generate letters of inquiry to funders</li> <li>c. Strategize with Director on proposal ideas</li> <li>d. Write and edit proposals</li> </ol> <p>Resources: Grants database subscription as needed.</p>	
Commitment	At least 10 hrs/week for 4 months, preferably 8 months
Schedule	Flexible, with at least 30 min in-person or phone check-in weekly. Attendance at some monthly events.
Other requirements	Access to internet and computer. Familiarity with international development issues around gender equity and (STEM) education a plus. Familiarity with grants databases, Excel or Salesforce a plus.

**Interested?** Send a message to [info@the-exploratory.org](mailto:info@the-exploratory.org) to tell us why and how you'd like to contribute to our grants and sponsorships activities. If you're applying for an unpaid internship, include the internship expectations and a resume in pdf format. We look forward to hearing from you.