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Fundraising & Grant Writing Internship

Fundación BAI's organizational vision is to be the catalyst for change, encouraging people to live healthy lives in which knowledge, prevention and treatment of HIV/AIDS replace fear, discrimination and prejudice. Our vision for all internship programs is to provide interns with practical, real-world professional experience in the track that best suits their interests and experience. Interns will work with Coordinators to develop and complete a unique project during their time with BAI. Cultural sensitivity, flexibility and personal initiative are essential traits for all internship tracks.

About the Internship

Fundraising & Grant Writing Interns write coherent, organized and compelling proposals to submit for grant funding. They apply their knowledge of fundraising methodologies to assist BAI in reaching its income goals by researching potential funding sources. Interns also collaborate with BAI staff to assist with various fundraising projects.

Preferred Skills

- ✓ Strong written communications
- ✓ Deadline management
- ✓ Project management
- ✓ Budgeting
- ✓ Teamwork
- ✓ Familiarity with fundraising resources
- ✓ Familiarity with funding sources
- ✓ Event planning

Typical Tasks

- Write, submit and manage grant proposals and furnish funders with supporting documents
- Collaborate with Coordinators and Fundraising Committee to send newsletters and periodic communications to donors
- Develop relationships and collaborate with key stakeholders and donors
- Assist the BAI Fundraising Committee with the planning, organization and implementation of fundraising activities and annual events (Taste of Mérida in March and Home Tour in November)
- Research and contact potential funding resources

Visit www.fundacionbai.com to submit your application! Fundación BAI accepts interns year-round.