

# ***Join The Fund for Santa Barbara's movement building and change making efforts***

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The FUND FOR SANTA BARBARA is a nonprofit community foundation that supports organizations working for social, economic, environmental & political change in Santa Barbara County. Founded in 1980, the FUND FOR SANTA BARBARA has been at the leading edge of progressive philanthropy on California's Central Coast for nearly 40 years, serving as a grant-maker, technical assistance provider, convener, resource center, and model to other foundations.

*We are seeking a dynamic intern to join our team and support our **Grant Making Programs!***

## **Overview:**

The grants intern will provide logistical and administrative support to the Grant Programs Manager during the grant making cycles. The intern will also gain firsthand knowledge of the inner workings of an effective community-based foundation and nonprofit organization through interaction with not only staff, but also the Board of Directors and the Grant Making Committee.

## **Qualifications:**

- A strong commitment to the mission & philosophy of the Fund for Santa Barbara
- Previous administration experience and ability to manage multiple deadlines
- Ability to work both independently and collaboratively with others
- Exceptional organizational and communication skills
- Strong computing skills, including fluency in Word and Excel, or ability to learn
- Experience working with diverse populations
- Ability to attend evening / weekend events
- A sense of humor and positive attitude in order to preserve a cohesive work environment
- Must be Work Study eligible

## **Responsibilities:**

- Support the Grant Making Committee's (GMC) decision-making process
- Update and maintain grant reports, grant agreements, and grant summaries
- Administer grantee files and grant making summaries
- Support the coordination of the Grant Awards Celebration
- Outreach to potential applicants, vendors, partners and community members
- Attend the grant making workshops, and day-long GMC Screening meetings
- Attend and support prospective grantee site visits
- Other duties as assigned