GRANT WRITING INTERNSHIP
September - December 2025 (with the potential to renew for Spring 2026)
[On-site, Hybrid, and/or Remote Opportunity, 8 to 10 hours a week, *Unpaid, Opportunity for School Credit*]

Raising a Reader Massachusetts (RAR-MA, Inc.) is seeking a professional, detail oriented and organized, Grant Writing Intern for the Fall Semester who will assist in our grant process for fiscal year 2026. This is a great opportunity for a student interested in gaining professional experience in writing, fundraising, research, and/or project management. Candidates may also support the Development and Marketing team with projects as needed. This position is an on-site opportunity with a hybrid option after on-boarding. This internship will start in September and end in December with the possibility to renew for the Spring semester. This is an unpaid internship, **but we will provide what is needed by your institution to allow for class credit/work study status.**

Raising a Reader Massachusetts (RAR-MA) is an early literacy family engagement organization with a mission to close the literacy opportunity gap among children from birth to age six in under-resourced communities by helping families to develop and practice shared home reading habits. RAR-MA's goal is to equip all parents and caregivers to become their child's first teachers, thereby eliminating the opportunity gap that impacts success in their child's K-12 school experience and beyond. Its two primary objectives are to develop children's language and reading readiness skills and to teach families how to build, practice, and grow reading routines with their children.

RESPONSIBILITIES

- Researching new grant opportunities
- Maintaining grant opportunity pipeline data
- Drafting funding proposals
- Assisting with budgets
- Support the Development Team with various projects as needed

QUALIFICATIONS

- Currently enrolled in an undergraduate or graduate program
- Excellent interpersonal, organizational, verbal/written, computer and organizational skills
- Ability to work independently and part of a team, in a fast-paced environment
- Proficiency with Google Workspace, Microsoft Office, and Excel
- Willingness to learn/gain familiarity with various platforms used for grant research and CRM

To apply, please email a cover letter and resume to angela@raisingareaderma.org. Please no calls.