



## **Grant Prospect Research Intern**

The Athens Area Humane Society rescues and protects companion animals by providing for their wellbeing, uniting them with loving homes, and advocating for a compassionate society. We envision a society where all dogs and cats have a loving home and the bond between pets and people is celebrated. Founded in 1899, AAHS is among the first charitable organizations in Athens and one of its most beloved. Thanks to the generosity of individual donors, small family foundations, and legions of community volunteers, AAHS helps, heals, and homes more than 5,000 pets annually.

### **Position Overview:**

The Grant Prospect Research Intern is a member of AAHS's fundraising team who is responsible for thoughtful and strategic identification and prioritization of family foundation, corporate, and government grant funding. The incumbent will focus on a bifurcated research strategy: 1) researching grant cycles and providing funding histories, context, and organizational alignment with funder priorities; 2) developing a grant application calendar based on application deadlines and probability of application success. This position reports to the CEO and may be performed remotely or at our new campus, located at 1030 Mitchell Bridge Road.

### **Roles and Responsibilities:**

- Search for corporate, family, public, private, and corporate grantmakers on the local, regional and national level, using in-house records, subscription-based databases including The Foundation Directory Online and GrantStation, as well as other sources.
- Prepare a comprehensive report of potential funders that align with the AAHS's strategic plan and goals to grow grant revenue. Reports include due dates, appropriate request amounts, and application procedures/timelines for any funding sources identified.
- Implement an outreach plan for approaching potential funders to determine eligibility, alignment with funding initiatives, and clarifying pre-application steps (e.g., Letter of Intent, etc.).
- Review and assess AAHS current grant funding sources to understand current funding relationships and opportunities pursued.
- Present recommendations on funders to approach first and strategies for approaching prioritized funders.
- Work with CEO and Program Director to develop and finalize the 2022 grant calendar, based on application deadline and alignment with strategic and programmatic goals.

## **Position Requirements:**

Education: Bachelor's or Associates Degree from an accredited college or university. *Candidates currently enrolled in degree programs will be considered.*

Experience: One (1) year of experience related to the above-described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the CEO. If a candidate believes he/she/they is/are qualified for the job although he/she/they does/do not have the minimum qualifications set forth below, he/she/they may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

## **Physical Demands & Work Environment:**

The physical demands and work environment profile described here are representative of those a typical employee encounters while performing the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling, pushing/pulling, reaching above the shoulders, and lifting up to 25 pounds. Must be available to work weekends and holidays, as needed.

## **Diversity, Equity, & Inclusion Statement:**

We work to recruit diverse candidates and ensure our team members have all the tools they need to be successful. Our mission is most effectively fulfilled through proactively supporting the values of equity, inclusion, and diversity. Diversity may be measured by, but is not limited to, differences in age, ethnicity, race, gender identity, sexual orientation, economic circumstance, class, religion, disability, geography, and profession. We acknowledge and respect the many differences that comprise thriving communities and seek diversity in our staff to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving our purpose. We intend to promote a fully equitable animal welfare sector that justly represents and serves all our constituencies. Consequently, we strongly encourage applications from candidates of color, LGBTQ+ identity, and other historically marginalized communities