



Shelby Farms Park and Greenline are managed and operated by the 501(c)3 nonprofit organization Shelby Farms Park Conservancy. Our vision is to give rise to a celebrated 21st century park that defines and shapes a great city.

Title: Development Intern - Grants

Supervisor: Betsy Peterson, Development Manager

Purpose: To assist the Development + Communications team, with a focus on grants research

Hours and duration of internship: As assigned by University requirements

Brief position summary: The Development Intern will act in an 'assistant' role to the Development + Communications team, with a special project to be determined based on the intern's interests and experience.

Responsibilities:

Research and organize information on local, state and national foundations and granting organizations

Assist with website and app updates and edits

Opportunity to develop blog copy

Assist in drafting grant proposals

Requirements and Qualifications:

Experience with Microsoft office (excel, word, etc.)

Driver's license & personal vehicle

Strong organizational skills

Advanced writing skills

Ability to manage multiple projects at once

Able to work in fast paced environment

To apply, students should fill out the online form found at this site:
www.shelbyfarmspark.org/internship-opportunities.