



Books for Keeps, Inc.
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www.booksforkeeps.org

Books for Keeps seeks grants and research intern

The basics:

- Commitment lines up with summer break. Interns available to work through fall 2020 will receive priority.
- Hours: 15 to 30 hours per week; flexible time arrangements possible, with ability to work at home.

About Books for Keeps:

- Mission: Books for Keeps works to improve children's reading achievement by addressing barriers related to the accessibility and appeal of reading material. We give books to children whose reading opportunities outside of school might be otherwise limited due to geography, income, or other factors.
- Founded in 2009, incorporated as a nonprofit in 2011, Books for Keeps is a small, but mighty, local nonprofit founded and based in Athens.
- With just three employees, Executive Director Leslie Hale, Program Manager Justin Bray, and Media Coordinator Rainey Lynch, the possibilities for making an impact on the organization and learning about the nonprofit sector are extensive.
- Books for Keeps is a young, growing organization with many opportunities and challenges that an intern would have the chance to help navigate.

Job Description:

- This internship will focus heavily on grants and research – from prospecting grants and making inquiries with foundations, to assisting with the work of compiling grant documents, to basic data entry and evaluation using a mix of data collected by the program and compiled by partner school districts.
- As opportunities arise and align with student intern interests and/or strengths, other duties may include:
 - Donor communication, including thank-you letters and fundraising appeals
 - Event planning
 - Keeping donor and fundraising records up to date
 - Volunteer management
- The intern's direct supervisor will be Executive Director Leslie Hale, who maintains primary responsibility for fundraising and research/evaluation activities by the organization.

Requirements:

- The ideal candidate will have superb organization and time-management skills, excellent interpersonal communication skills, and have the ability to self-start.
- Students who have taken courses in grant writing, fundraising, or similar competencies are preferred.
- Internship start date is flexible and applications will be reviewed as they are received.
- To apply, email resume and cover letter to Leslie Hale, leslie@booksforkeeps.org