



### **Grants Research Intern Position Description**

[Kits to Heart](#) is a 501(c)(3) nonprofit organization with a mission to bring smiles and solidarity to those affected by cancer. Founded in May 2020 in Clarksville, MD by a three-time cancer survivor, Kits to Heart promotes a vision to provide adequate material and psychosocial support for a better treatment process.

We seek a bright, energetic individual to join our team as a Grants Research Intern to grow and expand the meaningful work of Kits to Heart. This will be a fantastic opportunity to gain experience in grants research; learn first-hand what it is like to work for a young and growing nonprofit; and help your community. Interns will work closely with the Founder and Executive Director, Sonia Su. The intern may start as early as May 2024, with a minimum six-month commitment and the possibility of an extension.

#### **The Grants Research Intern's duties will include, but are not limited to:**

- Research and identify potential funding sources, such as donors, grants, in-kind donations, sponsorships, and fundraising opportunities at individual, foundation, and corporate levels
- Organize opportunities in Google Drive
- Assist in the development of event planning and programming, including fundraisers and partnerships with schools and like-minded organizations
- Perform other duties, as assigned

#### **Preferred Qualifications and Experience:**

- High school diploma or equivalent
- Located in Maryland, but not required
- Interest and aptitude for working in the nonprofit field
- Passionate about helping to improve the quality of life of patients affected by cancer and contribute to our mission
- Strong organizational, communication, and interpersonal skills
- Detail-oriented and able to prioritize
- Ability to multitask and work independently

#### **Hours & Stipend:**

3 to 5 hours per week, with biweekly 20-minute Zoom check-in meetings. Minimum six-month commitment with a \$500 stipend upon successful completion.

#### **To Apply:**

Please send your resume and cover letter to Sonia Su at [sonia@kitstoheart.org](mailto:sonia@kitstoheart.org). Thank you for your interest!

*Kits to Heart is an equal opportunity employer. We do not discriminate based on race, color, religion, national origin, ancestry, sex, age, sexual orientation, gender, gender identification, gender expression, marital status, HIV status, disability, or any other status protected by laws or regulations. All employment decisions are based on need, qualifications, and merit.*