



OZARKS PUBLIC BROADCASTING IS HIRING!

*KSMU Radio (local NPR affiliate) and
Ozarks Public Television (local PBS affiliate)*

GRANT WRITING INTERN

*Opening for Spring, Summer and Fall
Semesters 2022*



Ozarks Public Broadcasting's (KSMU Radio and Ozarks Public Television) development unit works with members, donors, businesses, volunteers, government entities, nonprofit agencies, schools, and communities to engage them in the programming, outreach opportunities, educational activities, special events and revenue needed to fund our organizational mission and operations. Membership, Community Engagement, Corporate Support and Grant functions comprise the unit, which has the following internship opening:

GRANT WRITING INTERN

Job Duties:

- Research and identify funding opportunities
- Develop/write initial proposals in accordance with funder requirements and specifications
- Submission of final grant proposals, ensuring submission is accurate, timely and includes all necessary supporting documentation required for consideration (e.g. budget, audited financial statements, IRS Determination Letter, etc.)
- Initiate and maintain relationships with grantors as needed
- Initiate and maintain relationships with MSU's Corporate and Foundation Relations Department and Office of Research Administration
- Track and document submissions and funder communications
- Assist with donor outreach and cultivation as needed

Qualifications:

- Strong research, writing and analytical skills
- Ability to read and interpret written instructions and application guidelines
- Strong proofreading skills
- Ability to multitask; comfortable in a deadline driven environment
- Excellent written and verbal communication skills

Commitment and Compensation:

- 135 hours per semester
- Flexible scheduling
- \$12 per hour

HOW TO APPLY:

Email resume and two letters of recommendation to OPB Director of Community Support Sue Robinson: srobinson@missouristate.edu. Please put in the email subject line: GRANT WRITING INTERNSHIP.