

Job Description for Constru Casa Internship, September 2009

Position: Grant Researcher and Writer

Summary: The Grant Researcher and Writer researches grants for Constru Casa and presents the applications.

Location: The Constru Casa offices are located in Antigua Guatemala; the Grant Researcher and Writer may also work from anywhere in the world with an internet connection.

About Constru Casa:

Constru Casa is a non-profit organization offering simple houses to poor families in Guatemala. Constru Casa's objective is to improve housing and living conditions in order to get families on the path to a better future and ultimately change their lives. Constru Casa always selects families in co-operation with local partner organizations, which offer services in health care, education, and community building. Constru Casa requires beneficiary families to participate in the construction of their house and to pay a monthly contribution towards the partial cost of their house. After the construction is finished, for four years Constru Casa accompanies the families in the areas related to their housing, in order to ensure a sustainable impact in the family's development.

Constru Casa was founded in 2004. For more information please visit: www.construcasa.org.

Main tasks of the Grant Researcher and Writer:

- Investigate and identify possible grant sources from foundations, organizations, corporations, government funds and other sources.
- Communicate with Constru Casa management regarding strategy, policy and planning of fundraising.
- Contact possible sources to determine our eligibility for a grant.
- Review the materials provided to properly submit grant proposals based on their policies and guidelines.
- Conduct the full range of activities to prepare and submit grant proposals.
- Write and submit grant applications and follow up.

Position requirements:

- Passion and desire to help disadvantaged families in Guatemala.
- Knowledge of basic fundraising techniques and strategies
- Grant writing experience preferred.
- Strong writing skills.
- Proficient in Microsoft Office and ability to use databases and other web-based research software.
- Detail oriented and ability to multi-task.
- Enthusiasm, good communication and social skills.
- Positive attitude and sensitivity towards Constru Casa's mission and the housing problems in Guatemala.

Compensation:

We are not in the position to offer substantial financial compensation for working as an intern with Constru Casa. However, Constru Casa will cover costs incurred for phone costs and costs for sending documents.

Contact:

Please contact us by email: voluntario@construcasa.org, sending us your CV and a short motivation letter.