



JOB DESCRIPTION:

As a Business Operations Intern at The Grant Plant, you will have a unique opportunity to gain hands-on experience in the operations of a dynamic local grant writing company. This internship will provide you with valuable insights into both the New Mexico and national funding landscape, nonprofits, and government organizations while contributing to the optimization of our business workflows. You will work closely with the Operations and Project Manager to update and maintain database records, research grant opportunities, assist with planning special events, create social media posts, keep the company's website up to date, and manage project closeout.

KEY RESPONSIBILITIES:

Operational Support:

- Assist in evaluating and documenting existing operational processes, identifying opportunities for streamlining and efficiency improvements.
- Collaborate with team members to execute day-to-day operational tasks and ensure smooth workflow.
- Share The Grant Plant's accomplishments and create compelling social media content on Instagram, LinkedIn, Facebook, and Twitter.

Data Analysis and Reporting:

- Collect and organize data related to grant applications, funding sources, and success rates.
- Help create reports to communicate key findings and trends to the team.

Cross-Functional Collaboration:

- Work with the grant research team to share findings and disseminate current grant opportunities onto the company's website and our listserv weekly.
- Participate in team meetings and contribute ideas to enhance operational effectiveness.

Continuous Learning:

- Stay informed about the local grant writing and nonprofit sectors, researching trends and developments to support existing clients and ongoing improvements in the industry.

QUALIFICATIONS:

- Currently enrolled in an Associate's or Bachelor's degree program.
- Strong organizational skills with an eye for detail and the ability to manage multiple tasks.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Drive, Docs, Sheets).
- Excellent communication skills, both written and verbal.
- Analytical mindset with the ability to interpret data and draw insights.
- Enthusiasm for learning and contributing to operational enhancements.
- Passion for the nonprofit sector and an interest in grant writing and funding processes is a plus.

COMPENSATION:

- \$12 per hour.
- Part-Time; temporary.

BENEFITS:

- Gain practical experience in the operations of a local business.
- Work closely with experienced professionals and learn about New Mexico's funding landscape.
- Develop skills in project management, data analysis, and cross-functional collaboration.
- Enhance your resume with hands-on experience in a real-world business environment.
- Networking opportunities with professionals in the nonprofit, local government, education, And grant writing sectors.

KEY RESPONSIBILITY AREAS (KRA's):**KRA: The team is healthy:**

- Team meetings and events have flawless execution

KRA: The business is winning:

- Social media feeds are active and engaging
- Project/client database is kept up to date and is accurate
- Mail is picked up and bank deposits are made bi-weekly

KRA: Clients are happy:

- Regular and thorough proactive monitoring of grant opportunities is conducted
- The database is maintained and staff members receive accurate ROI reports on a monthly basis to share with clients
- Written and verbal communication is clear, concise, accurate, and professional

TO APPLY:

- Email a resume, cover letter, and your availability to mail@thegrantplantnm.com