



Business Operations Intern

Summary:

Join The Grant Plant as a Business Operations Intern and immerse yourself in the dynamic operations of a local grant writing company. This internship offers a unique opportunity to gain hands-on experience, providing valuable insights into New Mexico and national funding landscapes, nonprofits, and government organizations. Your role will contribute to the optimization of our business workflows, working closely with the Communications & Project Development Officer. As a vital member of our team, you'll update and maintain database records, research grant opportunities, assist in planning special events, create engaging social media posts, keep the company's website up-to-date, and manage project closeouts.

Embrace our values of Accountability, Collaboration, Compassion, Humor, Innovation, Integrity, Results, and Risk-Taking, reflecting our commitment to improving the quality of life in the communities we serve.

Key Responsibilities:

Operational Support:

- Evaluate and document existing operational processes, identifying opportunities for streamlining and efficiency improvements.
- Collaborate with team members to execute day-to-day operational tasks, ensuring a smooth workflow.
- Help prepare for and participate in team meetings and create agendas from a template.
- Participate in weekly 1:1 meetings with Communications & Project Development Officer.

Communications:

- Assist with sharing The Grant Plant's accomplishments on Instagram, LinkedIn, Facebook, and Twitter
- Assist with preparation of client ROI letters, once annually.

Grant Research and Reporting:

- Maintain and organize data related to grant applications, funding sources, and success rates, and assist with the creation of reports to communicate key findings and trends to the team.
- Work with the grant research team to share findings and disseminate current grant opportunities on the company's website and our listserv weekly.

Continuous Learning:

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

Preferred 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.

Goals:

- 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 (KRAs):

KRA: The team is healthy:

- Team meetings and events have flawless execution

KRA: The business is winning:

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

KRA: Clients are happy:

- Regular and thorough proactive monitoring of grant opportunities is conducted
- The database is maintained and staff members receive accurate 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.