

Position - Intern for Marshall Direct Fund

Marshall Direct Fund (MDF) is seeking a part-time intern to assist with grant identification and writing. MDF is a nonprofit started in 2007 in Colorado and provides access to primary and vocational education in Pakistan. Position will average approximately 10-15 hours a week.

Duties include:

- Weekly phone meetings with Executive Director or Board of Directors member.
- Research and identify appropriate grant opportunities
- Write grants weekly or every other week
- Excellent written and verbal communication skills

Some experience with nonprofit organizations a plus. Also required are strong computer literacy, excellent organizational skills, close attention to detail, and follow-through. Work is performed remotely from home so working independently is a must.

The position is open immediately and we request a 10-15 hour minimum commitment with the goal to write 10 grants. We are happy to perform duties related to ensuring internship credit through educational institution. Please send cover letter, resume, and references to Jodi Fischer at Jfischer@marshalldirectfund.org. To learn more about MDF please visit www.marshalldirectfund.org.