

JOB DESCRIPTION
Grant Writing Intern

Townsend Public Affairs (TPA) is a state and federal legislative advocacy and grant-writing firm that provides lobbying and grant funding services to public agencies and nonprofit organizations throughout California and is now seeking to hire a Grant Writing Intern to be located in either our Sacramento or Newport Beach office.

For over two decades, TPA has ranked among the largest and most successful advocacy firms registered with the State of California, based upon revenues reported to the California Secretary of State. (The firm ranked eighth among 429 firms...98th percentile...registered for the 2021 calendar year.)

TPA specializes in the development and execution of strategic lobbying and funding services for a select clientele of local public agencies and special districts, including but not limited to: municipalities, counties, community college districts, K-12 school districts, water agencies, sanitation districts, transportation authorities, recreation and park districts, and fire protection districts. The firm also serves several non-profit organizations, including museums, science centers, at-risk youth programs, environmental preservation societies, and other facilities that protect and support community, cultural, and historical resources.

The Grant Writing Intern will work closely with the firm's Grant Manager and Associates to deliver funding advocacy services support that is tailored for the specific needs of clients. This includes daily attention to both short and long-term client initiatives, along with the development and execution of strategies to address those priorities, including the identification of new opportunities.

POSITION DUTIES AND RESPONSIBILITIES

- Draft external and internal communications documents including memoranda, correspondence, and letters of support, as needed
- Develop and submit grant applications and funding proposals on behalf of client priority projects
- Identify, research, and advise team members of potential funding opportunities
- Identify potential impacts of grant application requirements and communicate necessary information to clients
- Interact directly with clients, whether via video conference, remotely and/or in-person
- Attend client meetings, legislative hearings and/or webinars as needed
- Perform other responsibilities, as necessary.

DESIRED SKILLS AND QUALITIES

- Prior administrative experience
- Strong organizational skills
- Excellent verbal, written, and presentation skills
- Ability to prioritize and multi-task multiple projects simultaneously
- Experience in Word, PowerPoint and Excel
- High energy and enthusiasm
- Detail oriented

JOB REQUIREMENTS

- Strong grammar and analysis skills
- Strong research skills
- Superior oral and written communication skills
- Strategic and analytical mindset
- Able to multi-task and handle broad policy areas

Please send a resume and writing sample to Amanda Conklin at aconklin@townsendpa.com