



BEE INFORMED PARTNERSHIP, INC.

4112 Plant Sciences Building, College Park, MD 20742

Grants and Fundraising Internship Opportunity

Join Us! We're a national nonprofit organization focused on honey bee health looking for a talented grants and fundraising intern with fresh, creative ideas and an excellent eye for detail.

- Contribute to efforts to support honey bee health and beekeeping
- Network with a wide range of BIP staff and stakeholders
- Work under a flexible schedule (10-15 hours/week)
- Small stipend available

Looking for an Internship with Meaningful Impact?

Bee Informed Partnership (BIP), a nonprofit 501(c)(3), is looking for a grant and fundraising intern with strong written and verbal skills to help increase BIP's awareness and financial support for current and future program and project needs.

Responsibilities

- Working closely with grant and communications staff to develop database and conduct web searches to identify prospective funders
- Working with grant coordinator to contact prospective granting organizations, drafting LOIs and grant proposals/applications
- Working with communications team to create social media content
- Assisting with various other organizational writing needs

Requirements

- Strong verbal and written communication skills
- Strong editing skills
- Proficiency in Microsoft Office Software and Google Docs/Sheets
- Access to computer, internet and video conferencing camera
- Care and appreciation for beekeepers, honey bees and the natural world

Application Process

- Please submit cover letter and resume detailing your interest in non-profit work and alignment with the internship requirements
- Please list all software in which you are skilled
- Submit materials in one PDF to internships@beeinformed.org with subject line: Grants Intern [Last Name, First Initial]
- Applications are reviewed on rolling basis

BIP's team of dedicated staff is spread across North America so we rely heavily on Zoom video conferencing. The Executive Director is stationed in Fort Collins, CO. The intern will meet over Zoom with staff frequently to review projects and potentially in person with staff periodically when geographically feasible.