



**Position Title/Project Name:**

Grants & Donor Management Intern

**Position/Project Description and Responsibilities:**

Do you love food? Do you ever wonder why there's so much food in our grocery stores, restaurants, and hotels, and yet there are so many hungry people in Hawai'i? If so, put your talent and passion to great use and make a difference in our community by helping us further our mission to waste less and feed more.

Founded over 22 years ago to tackle challenges regarding food insecurity and waste, Aloha Harvest is building a more sustainable and resilient food system by rescuing quality excess food to feed Hawaii's hungry. Since inception, Aloha Harvest has recovered and redistributed over 28 million pounds of food that would otherwise have been discarded, helping to meet the needs of tens of thousands of people who face hunger daily. Aloha Harvest offers pick-up and delivery service year-round, 7 days a week, completely FREE of charge. To continue to do that, we need A LOT of support from the community.

The primary responsibility of the Grants & Donor Management Intern is to assist in managing the organization's grant writing, fund development, and fundraising efforts. Primarily by researching opportunities, managing documents and timelines, tracking status, support with reporting and managing communications with the Grantor, Program Officer, Donor, and various community partners.

- **Knowledge of the career field:**

You will experience how to market and expand the reach of a small local team doing big things. In the past two years, our team, the volume of food that we process, and operating budget has doubled to meet the food assistance needs of the keiki, kupuna, and their `ohana. You will play an important role in realizing our vision to creating a more efficient, equitable, resilient, and sustainable food system for Hawai'i.

- **Employability skills:**

Grant Writing, Fund Development, and Marketing are highly marketable and critical skills for leaders in the nonprofit sector.

- **Building a network of contacts:**

You will work shoulder-to-shoulder with the Executive Director and learn from a group of dedicated professionals to build capacity for the organization. While assisting with coordination of special events, community outreach, marketing & fund development efforts, you will meet and build relationships with numerous leaders from supporting agencies.

**OTHER DUTIES AND RESPONSIBILITIES**

- Provide support for grants/program administration to ensure timely submission of proposals, aggregation of program data, tracking program outcomes & deliverables, compilation of program and financial data required for reporting.
- Assist with the data input and maintenance of records for food donors, recipient agencies, financial donors, and other stakeholders.
- Provide administrative & program support as needed in support of the Executive Director and the Aloha Harvest team.

Office hours are flexible to meet the Internship Program requirements. Working conditions are primarily indoors in an office setting but may occasionally be outdoors/onsite for various events. Remote as well as onsite work hours/assignment may be required to meet business needs and current COVID-19 guidelines. A computer may be provided and use of standard office equipment and tools (e.g., copier, phone, fax, etc.) is required.

At the end of the internship experience, the Student Intern may add this project to their portfolio. Experience what it is like to truly make a difference by working with passionate individuals who are dedicated to developing solutions to solve important social issues such as hunger and climate change. Your contributions to our nonprofit organization will be used in the real-world. And your experience will help to refine your professional abilities to prepare you for your career.