**Trailhead Institute Grants Management Strategy and Implementation – Internship Opportunity**

Trailhead Institute announces a Grants Management Strategy and Implementation Internship Opportunity. This work will support the Administrative Partnership Program (APP). The APP is Trailhead Institute’s fiscal sponsorship program that provides fiscal and operations services to individuals, groups and organizations. A core function of this program is grants management and reporting on behalf of fiscal sponsor projects. The APP supports fiscal sponsor projects in applying for grants, and once grant funding is awarded, we manage the project’s contracts, budget, payments, and reporting.

The intern will report to the APP Director and will work with a cross-functional team that includes finance and operations staff. This is a limited-term position that will end with completion of internship hours (or within 6 months).

The Grants Management Strategy and Implementation Internship Opportunity will involve the following:

Assess ‘where we are’ and help us define ‘where we should be’ by -

* **Current State Assessment.** Do an internal assessment of the people, processes and technology currently used to support the APP grants management functions
* **Future State Options Recommendation.** Develop recommendations on identified grants management improvements across people, process and technology

Translate ‘where we should be’ into an actionable plan by -

* **Design Improvement Plan.** Develop an implementation plan to address recommendations
* **Deliver the Plan.** Lead in the implementation of the improvement plan.

**Key words:** project management, strategy, operating model, process improvement, evaluation, process mapping, consulting, qualitative analysis

Skills and Qualifications

* A high level of self-motivation, self-direction, and intellectual curiosity
* Exceptional communication skills, including the ability to translate complex ideas into clear, easy-to-understand concepts
* Ability to work collaboratively
* Experience with strategic initiatives involving critical thinking preferred
* Must be enrolled in a degree program and in good academic standing

Scope

This is a temporary unpaid internship with no intention for direct hire upon completion of work.

Perks

* Valuable resume-enhancing experience
* Relationship building with Trailhead Institute leadership
* Experience with an evolving program and dynamic team committed to improving community capacity in fiscal and operational management

About Trailhead

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, this position will work with everyone within the Trailhead Institute team to further the organization’s mission and operate in accordance to our guiding values of teamwork, openness, responsiveness, accountability and leadership.

Please submit cover letter, resume, and references to Kyla Hoskins at [khoskins@trailhead.institute](mailto:khoskins@trailhead.institute).