**ISPE Foundation**

**Grant Research & Fundraising Internship**

The ISPE Foundation is seeking a Grant Research & Fundraising intern for the Spring ’22 semester. In this role, the selected candidate will assist the Foundation team in researching grant opportunities and potential donors in support of the Foundation’s mission of advancing innovative technologies and technical solutions in the development, manufacture, and supply of quality pharmaceutical products for the benefit of patients around the world.

**Duties and responsibilities will include**:

* Develop and maintain a matrix of corporate, government, and foundation funding opportunities, that aligns with ISPE Foundation’s initiatives
* Assist in writing grant applications to secure funds for the Foundation’s initiatives
* Assist Foundation staff in fundraising efforts as needed
* Track grant progress from submission to completion; maintain calendar of deliverables/deadlines
* Create and maintain word document template(s) for grant submissions, letters to of Inquiry, and other standard Foundation fundraising documents

Candidates should be a college student or recent graduate in a business, finance, non-profit or related degree program and be available to work at least 8-20 hours per week. Candidates should have strong oral and written communications skills; basic understanding of research techniques, good analytical skills; the ability to interpret information; and basic knowledge of fundraising principles.

This is a paid internship. The start date is ASAP and continues through the end of the Spring 2022 semester.

If you’re a high energy person, who wants to gain real life experience and contribute to an industry that is not only solving global challenges, but more importantly is helping patients around the world live better lives every day, ISPE might be the opportunity you’re looking for!

Contact the ISPE Human Resources Manager, Brian McNeil at [bmcneil@ispe.org](mailto:bmcneil@ispe.orgI).