



**Job Title: Grant Writer Intern**

**Time Commitment: min of 10-15 hrs/wk**

**Starting Date: December 2020**

**Organization Overview:** Mind&Melody, a Florida-based 501(c)(3) founded in 2014, transforms lives through the love of music and community, one mind at a time. We implement novel music programs at healthcare facilities, nursing homes, day centers, and assisted living facilities to improve the quality of life for individuals with and without neurological impairments like dementia.

We currently have Mind&Melody programs running virtually and we are looking to create more programs in the next year! So if you want to be part of carrying out this vision and are excited about helping people through music, this grant writing opportunity was made for you! You will be able to use your writing skills and personality to engage potential grantors and help Mind&Melody expand further across Florida!

**Primary Responsibilities** (*including, but not limited to*):

- Identify, define, and develop funding sources
  - Research and database creation of public and private grant opportunities
  - Engage with program officers at organizations to solicit invitations to submit proposals
- Develop, write, edit, and submit grant applications
  - Generate proposals and supporting documents in response to solicitations

**Skills Needed:**

- Ability to communicate ideas effectively through writing
- Excellent writing and research skills
- Feels comfortable talking on the phone
- Organizational skills and attention to detail
- Creativity and flexibility
- Proficiency in Google Drive, Microsoft Word, PowerPoint and Excel
- Desire to help others

**Please send your resume and a writing sample to:**

Cristina Rodriguez, President & Co-founder of Mind&Melody, Inc.  
[cristina@mindandmelody.org](mailto:cristina@mindandmelody.org)

I understand that this is a general, not fully inclusive list of those duties I might be asked to be engaged in. I agree that I will check with Mind&Melody management if I am unsure about my responsibilities. I have thoroughly read and understand the duties of this position description.

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Intern Signature

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Date

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Mind&Melody

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Date

Please contact and send resumes to:  
Cristina Rodriguez, President & Co-founder  
Mind&Melody  
[cristina@mindandmelody.org](mailto:cristina@mindandmelody.org)  
(305) 582-1006  
[www.mindandmelody.org](http://www.mindandmelody.org)