Veterans Furniture Center

2319 W Holly Street, Phoenix, AZ 85383

Non-profit Grant Procurement Intern Position

The Veterans Furniture Center, a veteran run, volunteer-based, 501(c)(3) is seeking an intern to work on our Grant Procurement Committee to assist in grant research, qualification, writing, and submission. No previous experience with grant writing or 501(c)(3) organizations is required.

About the Veterans Furniture Center

The Veterans Furniture Center (VFC) is a veteran run, volunteer-based, 501(c)3 dedicated to assisting formerly homeless veterans’ transition to permanent housing by providing them, free of charge, the furniture and household goods they need to establish a home and successfully return to society. Our focus is on transitioning veterans who are moving into permanent housing under the HUD-VASH program. While the VA does an outstanding job transitioning homeless veterans into subsidized housing, providing them safe shelter, it lacks the authority and budget to provide furniture or necessary household goods. By providing free furniture and household goods, we fill that “critical gap.” When we deliver furniture and household goods, we turn that shelter into a home.

The VFC currently has an annual budget of around $300,000, most of which is used to procure new furniture and household goods for distribution to needy veterans. The VFC has no fixed source of income or endowments, and must raise this money through a combination of the following:

- Donations in kind from manufacturers or retailers
- Grants from corporations, foundations, or government
- Donations from small groups such as Legion Posts, Veterans Clubs, etc.
- Donations from individuals
- Fund Raising events and other activities

Job Description

This position will focus primarily on grant procurement. Tasks include:

- Researching and identifying potential grant opportunities
- Qualifying grant opportunities as a good fit for the VFC
- Developing grant proposals for submission

Other tasks may include donor management and involvement with other fund-raising activities, time permitting.

Required Skills

No experience in grant development, fundraising, or non-profit operations is required. The successful candidate will have strong communication and computer skills, including search engines and Microsoft Word and Excel. Some experience using database-driven software and constructing targeted queries is
helpful. The candidate is expected to have and use their personal laptop or desktop computer, working primarily from home, communicating with the rest of the team via the Internet, with occasional face-to-face meetings.

**Opportunity**

This is an opportunity for an individual interested in non-profit operations and fund-raising to gain firsthand experience with a local, successful non-profit playing a critical role in meeting the needs of disadvantaged veterans.

**Non-discrimination Policy**

The Veterans Furniture Center is an equal opportunity employer. We will not discriminate regarding volunteers, employees, donors, contractors or vendors concerning any activity including operations, recruitment, advertising, compensation, termination, upgrading, promotions, and other conditions of employment on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, or gender identity. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, and vendors.