



## **Position Description**

### **Grant Writing Intern**

### **Alzheimer's Association, Massachusetts/New Hampshire Chapter**

#### **OVERVIEW**

Founded in 1980, the mission of the Alzheimer's Association, Massachusetts/New Hampshire Chapter is to eliminate Alzheimer's disease through the advancement of research, to provide and enhance care and support for all affected, and to reduce the risk of dementia through the promotion of brain health. The Association operates out of its main office in Watertown, with regional offices in Springfield, Worcester, and Raynham, MA, and Bedford, NH.

#### **RESPONSIBILITIES**

The Grant Writing Intern will report to the Development Officer, Foundation Relations. Duties will include identifying grant opportunities, editing and proofreading proposals and reports, researching funders, finding appropriate statistics and research to strengthen proposals, conducting occasional outreach to previous and potential funders, utilizing funding database, and more.

#### **QUALIFICATIONS**

Candidate must have strong writing and editing skills, an interest in research, and knowledge of Microsoft Word, e-mail, and basic internet research.

#### **To apply, please send your cover letter and resume to:**

Carol Carpenter  
Development Officer, Foundation Relations  
Alzheimer's Association  
311 Arsenal Street  
Watertown, MA 02472

or e-mail [carol.carpenter@alz.org](mailto:carol.carpenter@alz.org).