



Museum of Contemporary Art Detroit  
Position Description  
Grants and Foundation Relations Intern

**About MOCAD:**

The Museum of Contemporary Art Detroit (MOCAD) is where adventurous minds encounter the best in contemporary visual, literary, music, and performing arts. A responsive center for diverse audiences, MOCAD presents art that contextualizes, interprets, educates and expands culture, pushing us to the edges of contemporary experience. The museum presents an ambitious schedule of cutting-edge exhibitions, and educational and outreach programs.

**Classification:**

Part Time, Volunteer

**Supervisor:**

Manager of Grants and Foundation Relations

**Position Summary + Responsibilities:**

The following position description identifies the core activities of the position. Position responsibilities may vary from time to time.

During the internship, the Grants and Foundation Relations intern will foster donor relationships, identify potential new funding sources for MOCAD programs and exhibitions, research and write grant narratives, prepare and update spreadsheets for grant tracking and program reports, update funder database, and learn other development department tasks.

**Professional Knowledge + Career Readiness Skills Gained in this Intern Position:**

By the end of the internship, the student intern will have achieved the following outcomes:

- Written a grant narrative and corresponding documents
- Researched national, state and local funding sources
- Maintained information and data base on foundations and other funding sources
- A key learning outcome of the Grants and Foundation Relations internship is learning how to manage conflicting project deadlines.

**Responsibilities:**

Grants

1. Identify potential new funding sources for MOCAD programs
2. Research and write grant narratives
3. Write and submit grant evaluation reports
4. Create and update grant templates for proposal submission
5. Prepare spreadsheets for grant tracking and program reports



### Foundation Relations

1. Maintain foundation information system (hard files, computer files, data bases) on foundations
2. Attend informational and review committee meetings at foundations with Grants Manager as needed
3. Update information on foundations as needed

### Program Development

1. Work with direct service staff and Grants Manager to create grant templates that are reflective of program goals, objectives, and philosophy
2. Serve as a program resource in areas of expertise
3. Assist Grants Manager and direct service staff to create program budgets for proposal submission

### Other Fundraising

1. Assist with fundraising events as needed

### Qualifications:

Interest in grant proposal writing, grant report preparation, program budgeting, prospect research, and program development. Excellent written and verbal communication skills. Proficiency in Microsoft Office suite, including Word, and Excel, as well as familiarity with Google Docs. Good organizational skills. Experience in creating narrative reports. Preference given to students in Master's degree programs.

The Museum of Contemporary Art Detroit provides equal opportunity to all of its applicants.

If you are interested in applying for this position, please submit an internship application, cover letter (see the internship application for specific instructions), and a current resume as PDF by email to [volunteer@mocadetroit.org](mailto:volunteer@mocadetroit.org).

Academic Year Session – 9 months, August-May

Summer Session – 3 months, June-August

Application Window: June 15- July 15

Application Deadline: July 15

Start date: August 15

Application Window: April 15-May 15

Application Deadline: May 15

Internship Term: June 1 through August 30