

**HOSPICE OF MICHIGAN
GRANTS AND FOUNDATION RELATIONS
INTERN JOB DESCRIPTION**

I. GENERAL INFORMATION

Title: Student Intern, Grants and Foundation Relations

Supervisor: Lynne M. Geller
Corporate Director, Government and Foundation Relations
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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 Outlook, Word, and Excel. Good organizational skills. Experience in creating narrative reports.

Length of Internship: Minimum four months (one academic term).

Paid Internship: Hospice of Michigan will provide tuition for one course during the internship.

Hospice of Michigan: Hospice of Michigan (HOM) is an independent, statewide, nonprofit hospice program serving urban, suburban, and rural communities in 54 counties throughout the state. For 30 years, Hospice of Michigan has been helping families find comfort, dignity, and hope in the final chapter of life. What began as a network of local community organizations dedicated to providing compassionate care for the terminally ill has grown into the largest nonprofit hospice in Michigan and one of the largest nonprofit hospices in the country – serving nearly 900 patients and their families each day; more than 5,000 per year. HOM provides 25% of all hospice care in Michigan.

An industry leader at the local, state and national levels, Hospice of Michigan impacts the hospice industry in significant ways: In the 1980s we helped write the regulations that led to federal government coverage of hospice care (the Medicare Hospice Benefit); in the 1990s we helped carry out research programs that demonstrated hospice's cost-effectiveness and benefits to family caregivers. Now Hospice of Michigan is developing programs that will set the standards for hospice care in the 21st Century.

II. POSITION DUTIES

Tasks

Details

Grants

1. Identify potential new funding sources for HOM 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

III. INTERNSHIP OUTCOMES

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

1. Written a grant narrative and corresponding documents
2. Researched national, state and local funding sources
3. Researched national, state and local data related to death and dying
4. Maintained information and data base on foundations and other funding sources
5. Completed hospice volunteer training
6. Attended Development Department staff meetings.

IV. PROJECT SUGGESTIONS

- ◆ Develop grant proposals for hospice care or specific project funding. Research current and potential funding sources that have a tie to end-of-life issues. Meet with program and development staff about program outcomes and services provided. Create grant proposals and corresponding documents to submit to funding sources by end of internship as funding source deadlines dictate.
- ◆ Research current data on community needs and trends regarding accessibility to health care. Discuss the organization's position on these issues with direct services staff and HOM leadership. Develop grant templates or concept papers related to the specific end-of-life care needs of diverse cultural, religious, and socioeconomic groups.

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