



**Seven-Star, Inc.** [[www.SevenStarEvents.com/](http://www.SevenStarEvents.com/)] is America's largest "green" event producer. By "green" we are referring to the environmentally responsible and socially respectful (eR/sR) market. Seven-Star's clients include mostly non-profit organizations dedicated to eR/sR principles. Often these enlightened brand-conscious, leading NGO's ask us for leading edge high-end marketing services. Seven-Star has delivered marketing solutions ranging from design and business development projects to information technology implementations. Our goal is to be involved in collaborative, fun, and rewarding experiences that result in compelling, effective solutions for extending brands, increasing ethical customer advocacy, and achieving business objectives aligned with the triple bottom line of environment, society, and profit. Seven-Star specializes in the integration of all marketing disciplines including our core competency- event marketing.

***Our internship philosophy is to reward interns with practical experience, training, and a financial percentage of those commercial projects our interns fulfill. The right intern may place in a professional position after proof of competence. Organic lunches are provided. Sales are rewarded by commission.***

#### **Internship: Grant Writers**

The grant writer assists in identifying, cultivating and soliciting diverse funding prospects and requests for proposals from government sources to support new and existing programs. Excellent grant writing skills and in-depth research are key components to the success of this position. Position reports to the Sustainable Development Department. Key projects include Green City Asheville, NIH research & development, NASA Space Biomedical Project, and our Green Event Management Division ([www.greeneventmanagement.com](http://www.greeneventmanagement.com)).

#### **Essential Duties and Responsibilities:**

- Writes grant proposals/applications, according to format required, and submits application to department manager for approval. Assists in the design of fund-raising strategies and timetables
- Conducts research via the Internet and a variety of traditional and nontraditional sources of funds available through grants from local, state and federal governmental agencies.
- Researches and maintains current information and statistics related to the population targeted by client. (projects range from exercise physiology & biometric engineering, to sustainable event marketing).
- Confers with department manager and personnel affected by grant opportunity to develop program goals and objectives, outline how funds are to be used and explain procedures necessary to obtain funding.
- Work in concert with local program staff to develop program models, proposal templates and Letters of Inquiry based on potential funder's requirements.
- Keeps manager abreast of the proposal activity.
- Coordinates evaluation and monitoring of grant funded programs.
- Assists other department personnel in writing periodic reports to comply with grant requirements.
- Maintains master files on assigned grants.
- Attends administrative meetings to keep abreast of changes in program area, new developments, etc.
- Resolves complex, technical, and administrative problems, etc., involved in developing proposals, conducting feasibility studies and other management issues.

#### **Requirements:**

- Majoring in Business Administration, Marketing, Communications, or related fields
- Outstanding creative conception skills in writing and oral communication
- Some knowledge of grant writing and development
- Strong project management skills
- Excellent spoken and written communication skills
- College project experience accepted
- Ability to set priorities and meet deadlines in a dynamic, fast-paced environment
- Ability to work unsupervised
- Strong time management skills
- Highly organized and detail-oriented

#### **Required Software Skills:**

Skilled in MS Word, MS Excel, MS Power Point, Internet Explorer

**Seven-Star, Inc.**

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