

# Grants Research Analyst Intern

The Aubrey Group – Camden, NJ (Hybrid)  
Summer 2024 Internship Description



The Aubrey Group is seeking creative interns to join our Grants team. This post is an excellent fit for young professionals looking to increase their understanding of local government, state and federal departments, regulatory compliance, nonprofit management, and grant seeking. We welcome candidates who are passionate about the impact that thoughtfully designed strategic programming can have on communities and who share in our values of kindness, curiosity and diligence. Our interns will learn grant writing and program development, and develop expertise in specific subject areas. Interns will be expected to report to our Camden, NJ office with a hybrid schedule in place for virtual workdays.

This internship is a great opportunity for students seeking exposure to all aspects of government and the intersections of the public and private sectors. Our clients include local governments (cities and towns), housing authorities, labor unions, institutions of higher education, utility authorities, nonprofits, and for profit businesses. Additionally, we submit applications for our clients to all federal and state agencies as well as various foundations. This allows our team to become experts in transportation, environment, infrastructure, energy, public safety, and more. This is a valuable opportunity for students interested in public administration or public policy.

## Internship Responsibilities

- Learn internal Grant Research and Writing procedures.
- Report to AG Project Manager and research and summarize federal, state, and local grants, public policy, regulations, practices, and programs as well as foundation funding sources including legislative initiatives, budget appropriations and government agency budgets.
- Research and evaluate new grant opportunities based on broad client needs and prepare summaries of grant program requirements.
- Author application content such as work plans, narratives, budgets, letters of support, etc.
- Perform clerical work as necessary such as data entry and collection.
- Assist with quality control and copy editing on application content prepared by our team of writers.
- Participate in client meetings and attend various events that include local elected officials and government professionals.
- Assist the Grants Team with preparing monthly Status Report and other materials as needed for clients.
- Post social media updates and author weekly newsletter content.
- Enhance internal databases and operations.

**Internship Coordinator:** Connor Schmiegel

**Coordinator's Contact Information:** 856-535-1009 / [cschmiegel@theaubreygroup.org](mailto:cschmiegel@theaubreygroup.org)

Interested interns should send their resume and most applicable writing sample(s) to [cschmiegel@theaubreygroup.org](mailto:cschmiegel@theaubreygroup.org). ***The deadline to apply is March 23, 2024.***

**Location of Main Office:** Camden, NJ

**Number of Summer 2024 Grant Interns Accepted:** 2

### Where will the internship be done?

✓ Combination At-home & In-Office (Hybrid)

**Length of Internship:** May - August 2024

**Required Hours & Pay:** 150-200 hours over a minimum of 10 weeks between May and August. Interns are required to work a minimum of 15 hours and no more than 20 hours per week at a rate of \$20/hr.

**Intern work areas:** Clerical ✓ Research ✓ Writing ✓

### Observation Opportunities:

Internal strategy sessions ✓ Client Meetings & Events ✓ Municipal Council meetings ✓

**Intern candidates must be one of the following:** Current NJ undergraduate student; Current NJ Graduate student; Recent NJ College Graduate (May 2023-May 2024 graduates); or, current undergraduate student who is a permanent NJ resident.

**Hours of Operation & Evening/Weekend Hours:** AG operates Monday through Friday 9 a.m. to 5 p.m. Interns will not be required to work evenings and weekends, but AG does utilize a flex / hybrid model to allow for interns to work hours that are more complementary to their availability. Please note that while we are flexible with hours, interns are expected to plan their hours as close as possible to being within the 9 a.m. to 5 p.m. time frame.

### Company Background + Culture

The Aubrey Group is a grants-based development consulting firm with offices in Camden and Bloomfield, New Jersey. Our team members are expert storytellers, precise writers, and big-picture thinkers. Our grants-based development department offers public policy research, grant writing and grant program development services to public entities, nonprofits, and private businesses. Formed in 2015, The Aubrey Group is quickly expanding with a reputation for high caliber consulting services grounded in the values of kindness, curiosity, and diligence. At the Aubrey Group, our team creates content for and facilitates the submission of competitive funding proposals, licensure processes, and tax credit applications. Our clients are working on the front lines of urban development and rural preservation. The problems that they face are interesting and important, and our consultants are passionate about helping them design and fund innovative solutions.

We understand our work on individual projects in connection to the big picture – who we are as a country and a community, what we owe to each other, and how we can work together to accomplish our shared goals. We see our time spent on work as an important piece of our overall fulfillment, and we strive to build a workplace that enriches, challenges, and supports every member of our team. Our firm believes that building diversity into the foundation of how we do business creates a more fulfilling workplace and allows us to better serve our clients. We take responsibility for developing a workplace that is attractive to, and supportive of, individuals from diverse backgrounds. This includes, but is not limited to, people of color, people who have experiences with disability, LGBTQ folks, people with experiences with immigration, those who honor diverse religious traditions, and individuals from poor and working-class backgrounds. We also value diversity of professional, educational, and technical backgrounds.

**Please visit our website at [www.theaubreygroup.org](http://www.theaubreygroup.org) to learn more!**