



<b>Position Advertised:</b>	Grant Development Intern
<b>Department/Division:</b>	Right To Play-USA
<b>Work location:</b>	New York, NY
<b>Salary/Compensation:</b>	None; can be for course credit
<b>Reports to:</b>	National Director
<b>Start Date:</b>	Open, immediate
<b>End Date:</b>	Open, minimum three months
<b>Hours:</b>	Minimum of 20 hours per week

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### About Right To Play

Right To Play is an international organization that uses sport and play programs to improve health, develop life skills, and foster peace for children and communities in some of the most disadvantaged areas of the world. Right To Play trains local community leaders to deliver our programs in more than 20 countries affected by war, poverty, and disease in Africa, Asia, Latin America and the Middle East. Right To Play programs target the most marginalized including girls, disabled children, children affected by HIV and AIDS, street children, former child combatants and refugees. Right To Play is headquartered in Toronto, Canada and has national offices in Canada, China, The Netherlands, Norway, Switzerland, the United Kingdom and the United States. The national offices raise funds, build awareness for Right To Play programs and advocate for sport for development.

### Position Description

Right To Play seeks an intern to support its grants development work in the US. The intern will support the work of the National Director in the area of priority funding for immediate programmatic needs. The primary responsibility of the intern will be to research, analyze and communicate with potential and existing small grant donors and to submit concept papers and proposals and respond to solicitations for grants that support Right To Play's work.

### Minimum Education Level

Bachelor's degree in international relations, education, human rights, international development, regional studies, sociology or related fields.

### Minimum Requirements:

- Professional experience in international development, education or fundraising
- Exposure to foundation funding mechanisms and procedures.
- Demonstrated ability to work both as a team member and on a self-driven basis.
- Excellent interpersonal and communication skills appropriate within multi-cultural environments.
- Excellent organizational skills and ability to manage multiple projects.

### Desired Assets:

- Experience working overseas in a development or humanitarian context.
- Experience working with children or children's rights programs.

### IT/Software/Technical Skills:

- Computer literacy and proficiency in using MS Office (Outlook, Word, Excel and Power Point).
- Internet and other forms of research.

### Language Skills:

- Speaking, reading, and writing fluency in English.
- Knowledge of a second international language an asset

**Note: Must have pre-existing authorization to work in the US**

Right To Play-USA  
Grant Development Intern

**Application instructions:**

Send resume and cover letter to the attention of:

Kathy Holding, Communications & Administration Officer

Fax 646.649.8281 [kholding@righttoplayusa.org](mailto:kholding@righttoplayusa.org)

Right To Play | 49 West 27<sup>th</sup> Street, Suite 930 | New York, NY 10001

**Right To Play - Human Resources Philosophy**

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.