



Capacity Building Internship

FoodChain is a small nonprofit in downtown Lexington dedicated to connecting people with their food through education and demonstration of a local, sustainable food economy. We are building an urban community space for people to engage with all aspects of a food economy: growing, processing, and distribution. We currently operate an indoor commercial aquaponics farm and in the process of constructing a Teaching and Processing Kitchen as well as a Neighborhood Green Grocery in the next year. We provide educational programming surrounding our aquaponics production, farm to school initiative, and cooking while regularly engaging our surrounding residential neighbors.

This position is focused on primarily raising funds for our expansions through a variety of funding streams. We receive current funding from a combination of federal and regional grants, personal donor giving, and fundraising events. The capacity building intern will expand these current funding avenues as well as investigate new funding opportunities, build our donor database, and help write grant proposals.

This internship will provide someone with substantial experience in nonprofit management, grant writing, event planning, and solicitation strategizing.

Duties include, but are not limited to research new grants and unexplored funding methods, assist in editing grant proposals and reports, assist in writing minor proposals and reports, help organizing fundraising events, and maintaining database records.

The intern should be able to demonstrate excellent computer skills, outstanding attention to detail, strong organizational abilities, strong writing and verbal communication skills, and the ability to juggle multiple tasks. There is preference to those with a strong interest in a nonprofit career, particularly in development and fundraising.

This is an unpaid internship. The dates and duration are flexible as well as the hours. We can accommodate anywhere between 15-40 hours per week, mostly weekdays with some opportunities to work from home.

If interested please email a cover letter and resume to Rebecca@foodchainlex.org.