Grantwriting and Policy Internships

Organization Overview

The Felton Institute and Family Service Agency of San Francisco have been at the forefront of social service innovation, pioneering development of new approaches to meet emerging needs of underserved populations for over 125 years. The Felton Institute’s mission is to respond to human needs with cutting edge social services and treatment that combine the best social science research with cultural sensitivity, a deep respect for the consumer, and a commitment to social justice. Today The Felton Institute serves over 13,000 people in 11 languages with a range of services from childcare to mental health treatment to employment services.

The Felton Institute’s vision is to be a significant driver of national innovation by developing, testing, and implementing evidence-based practices to fidelity in community-based settings. With a $19 million operating budget and over 200 employees, we offer a dynamic and challenging work environment. All staff is supported to increase their skills, enter new domains, and increase their position and salary as their skills grow. We are seeking employees who are excited by the idea of lifelong growth in the skills they bring to helping those in need.

Formerly the research and training arm of Family Service Agency of San Francisco, in May 2014, The Felton Institute became the umbrella organization for our San Francisco-based services provided through Family Service Agency of San Francisco, as well as our programs that serve other counties in Northern and Central California and our national research, advocacy, and training. The Felton Institute has been nationally recognized with the National Council for Behavioral Health’s Science to Service award, a Center for Medicare and Medicaid Innovation Fund Award, and a Patient Centered Outcomes Research Institute Funding Award.

Internship Opportunities

The Felton Institute’s Resource Development Department is looking for interns to assist with several projects. All are excellent opportunity to gain experience working with a team of seasoned development professionals, including a supervisor who can provide mentorship to guide you on your non-profit career path. Your workplan will include reading assignments and attending trainings and seminars offered by resources such as the Foundation Center.

Grantwriting

Research and writing assignments can be based on interest as we work in a range of topic areas including children, families, seniors, transitional age youth, economic security and workforce development, and mental health including early intervention and treatment for psychosis/schizophrenia and bipolar I.

- Become familiar with The Felton Institute and its programs
- Conduct prospect research on potential grant funders
- Assist with preparation of updated text and attachments for specific program proposals, including government grant applications
- Write short proposals to foundation and corporate funders
- Learn how to use the Foundation Center’s tools and resources
- Learn to extract and analyze data on healthcare from sources such as the U.S. Census and the Federally Qualified Health Centers (FQHC) Uniform Data Service (UDS) Tracker
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Policy Research

This internship will focus on one of the following: San Mateo, San Francisco or Alameda Counties, or the State and National level.

- Become familiar with a county's health and human services programs
- Collecting, read, and synthesize data including County need assessments, plans, and reports for mental health services, aging and adult services, request for proposals, etc.
- Attend public meetings County Board of Supervisor and committee meetings, community outreach meetings presentations, etc. to learn what is going on the ground in communities around social services and funding
- Analyze and synthesize information gleaned from into short reports for senior management
- Discuss and analyze information with Director of Strategic Initiatives and other senior staff to formulate recommendations what next steps Felton might take in terms of seeking funding or advocacy

Skills and Qualification Desired

- Strong research, writing, and organizational skills
- Interest in and familiarity with non-profit fundraising
- Interest in learning about the social service sector
- Strong attention to detail
- Intellectual curiosity
- Ability to work both at our office and remotely
- Ability to commit to 16-24 hours per week for a minimum of eight weeks

Scheduling is flexible, primarily working at our administrative offices in the heart of the Financial District during regular business hours and can include some hours working remotely during evenings and weekends.

How to Apply

Send an email including a cover letter outlining your interest in and fit with this opportunity, a resume, and writing samples to Kelly Saturno, Director of Strategic Initiatives at ksaturno@felton.org.

Include in the email subject line “Intern Application Grantwriting” or “Intern Application Policy Research” depending upon your area of interest.

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