



**Company:** Elevate Rapid City is western South Dakota’s leading economic development, community development, and business advocacy organization, elevating the Rapid City economy for all through its pillars of economic development, workforce development, public policy & analytics, and organizational growth & development.

**Job Title & Location:** Policy Research Intern Rapid City, South Dakota

**Reports To:** Housing & Community Development Manager

**Department:** Advocacy, Analytics, & Quality Growth / Elevate Foundation

**Position Status:** Full-Time Internship 30-40 hrs/wk

**Compensation:** \$15/hr

**Timeline:** 12-week internship, early June through mid-late August

### **Position Summary:**

We are seeking a highly motivated and detail-oriented **Policy Research Intern** to support our team in various research projects, grant application processes, and data analysis. This position offers an excellent opportunity to gain hands-on experience in the nonprofit, research, or grant administration fields. The intern will assist with grant administration, track funding opportunities, and contribute to research initiatives that drive impact.

### **Key Responsibilities:**

- **Grant Development & Administration:**
  - Assist in the drafting, editing, and formatting of grant proposals and reports.
  - Ensure compliance with grant guidelines, ensuring that all required materials are submitted in a timely manner.
  - Support the preparation of project descriptions, supporting documents, and progress reports.
- **Research & Analysis:**
  - Collect, organize, and analyze data relevant to grant applications, interdepartmental data requests, and periodic public reports.
  - Assist in preparing research reports and summarizing findings in a clear and concise manner.
  - Assist with stakeholder meeting and event coordination.
- **Pillar Support:**
  - Provide general support for the Advocacy, Analytics, & Quality Growth Pillar, including but not limited to scheduling meetings and assisting with events and other duties as assigned.
  - Assist with policy research and preparing policy white papers.

### **Learning Objectives:**

In this role, you will have the opportunity to acquire the following knowledge, skills, and abilities:

1. **Innovation Cycle:**  
Develop an understanding of technology transfer, commercialization support, and the innovation cycle.
2. **Research & Analytical Skills:**  
Develop your research skills by identifying trends, analyzing data, and synthesizing information for various funding opportunities and project proposals.
3. **Project Management & Time Management:**  
Gain experience in managing multiple tasks and meeting deadlines, working efficiently in a fast-paced, results-driven environment.
4. **Knowledge of Funding Sources:**  
Become familiar with various types of funding, including government, private foundations, and corporate grants, and learn how to effectively navigate these opportunities.
5. **Nonprofit/Research Environment Insight:**  
Gain a deeper understanding of the inner workings of nonprofits or research institutions, including fundraising strategies, compliance regulations, and the impact of grant-funded projects.

### **Qualifications:**

- Currently enrolled in an undergraduate or graduate program in Business Administration, Public Administration, Nonprofit Management, English, Political Science, Science, Engineering or other relevant field.
- Strong interest in grants, research, public policy, or nonprofit work.
- Excellent written and verbal communication skills.
- Detail-oriented, with strong organizational skills and the ability to manage multiple projects.
- Ability to work independently and as part of a team.