

Grant Writing & Development Intern

Capital Forge League, Inc. • Unpaid Educational Internship • Tampa, FL (≈90% Remote via Zoom) • Fall 2026

Location: Tampa, FL — approximately 90% remote via Zoom; on-site opportunities with sports franchises and partner universities in development

Classification: Unpaid Educational Internship (academic credit encouraged where the student's institution allows)

Start: Fall 2026 semester

Commitment: 15 hours/week (academic year) or 25 hours/week (summer session)

About Capital Forge League

Capital Forge League, Inc. is a Tampa-based 501(c)(3) nonprofit uniting military veterans and college student-athletes through gamified entrepreneurship and financial literacy programming. Our internship program is a structured, curriculum-based educational experience — three-week assignment blocks with defined learning objectives (O1–O6), portfolio-building deliverables, and a final presentation to CFL leadership. These are not coffee-fetching internships.

What You'll Do

- Research grant opportunities aligned with veteran, athlete, and financial-literacy programming
- Draft letters of inquiry, grant narratives, and supporting documentation
- Build and maintain the grant calendar, deadlines, and compliance tracking
- Support donor communications and stewardship materials
- Contribute to impact reporting that supports funding applications
- Complete structured three-week assignment blocks mapped to learning objectives O1–O6
- Build a professional portfolio and present final work to CFL leadership

What You'll Gain

- A writing portfolio of grant narratives and development materials — among the most transferable skills in the nonprofit sector
- A documented curriculum with expected outcomes: tangible portfolio outputs, demonstrated competencies, and career-readiness skills
- Mentorship from CFL leadership and exposure to sports-industry and nonprofit operations
- A letter of recommendation upon successful completion (on request)
- Priority consideration for future paid roles as they are created — see Compensation below

Compensation

This is an unpaid educational internship designed to satisfy the U.S. Department of Labor's primary beneficiary test and, where the student's institution allows, to qualify for academic credit. Capital Forge League anticipates that internship tracks may transition to paid, donor-sponsored positions as program funding develops. However, participation in this internship does not create any entitlement to, expectation of, or promise of future paid employment or compensation of any kind. Interns are not employees and are not entitled to wages for time spent in the program.

Eligibility

- Currently enrolled undergraduate or graduate student
- Minimum 3.0 GPA
- Major: Nonprofit management, English, communications, or public administration (or a closely related field)
- Strong written and verbal communication skills; proficiency with Microsoft Office or Google Workspace
- Reliable access to internet and video conferencing for Zoom-based delivery

How to Apply

Submit a resume, brief cover letter, and unofficial transcript via the CFL internship application at www.capitalforgeleague.com/internship, or through your university career services platform.

Capital Forge League, Inc. • 3030 N Rocky Point Dr W, Suite 150, Tampa, FL 33607 • www.capitalforgeleague.com • info@capitalforgeleague.com

Capital Forge League, Inc. is a Florida nonprofit corporation recognized by the IRS as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.