



Resource Development Intern Job Description

Africa Development Promise, an international development nonprofit organization, working in Rwanda and Uganda to build and strengthen the collective action of entrepreneurial women. We are looking for a reliable Resource Development Intern to join our Denver, Colorado office. This position provides support on all fundraising initiatives including special events, major gifts, sponsorships, donor cultivation and grant writing.

This is a 6-month, unpaid internship @12 hours per week. However, we can provide a stipend to cover travel and any work-related expenses. The intern will work closely with the ED and Communications Committee to implement our communications plan. Responsibilities include, but are not limited to the following:

Responsibilities

Annual Event

- Provide event planning support for Africa Development Promise's annual event
- Design, produce and/or assemble event materials
- Work with Social Media Intern to promote event
- Identify potential sponsors

Annual Giving

- Responsible for the management and implementation ADP's Annual Giving program (direct mail, in-kind donations, and online giving).
 - Holiday Appeal and Matching Gift Campaign
- Update information for Colorado Gives Day – Promote through social media
- Acknowledge all donations and maintain donor database
- Identify new sources of funding, including grants and individual donations.
- Draft grants and prepare required reports.
- Coordinate with the ED in creating and maintaining a schedule for grant requests, reports due, and status of grants.

Ideal Candidate Qualifications

- Creative self-starter with a passion for empowering women in developing countries
- Experience with website maintenance and social media platforms
- Detail oriented with strong written and verbal communication skills
- Ability to work independently and in collaboration with the team
- Be flexible and willing to take on other tasks in this start-up environment.
- Bring your own laptop computer
- Comfortable working in a shared space environment
- Available to work 12 hours per week

To apply, please submit your resume and cover letter to Jean Nicholson at info@africadevelopmentpromise.org by August 31th, 2017.