

## **S.O.U.L. Foundation Development Intern**

S.O.U.L. (Supporting Opportunities for Ugandans to Learn) Foundation seeks a motivated and dynamic candidate looking to gain a range of experiences in a growing international development organization. The intern will assist in a variety of capacities, with a focus on identifying and cultivating new funding opportunities. The intern will work in close collaboration with the Director of Operations, Development Manager, CEO/Founder, and other staff.

**More about S.O.U.L.:** Built upon a foundation of trust and collaborative solutions, S.O.U.L. Foundation focuses on using a community-development driven model to eradicate poverty in rural Eastern Uganda. Our main initiatives are women's empowerment, education, maternal health, and food security. We have projects ranging from large-scale fish pond farming, to chicken rearing, women's leadership education, agriculture, pre-primary education, student sponsorship and more. Once invested in these programs, community members emerge as leaders and teachers for their fellow Ugandans. For more information, please check out our website: [www.souluganda.org](http://www.souluganda.org).

**Time/Duration:** This is a 6 month internship with a possible extension. Anticipated training will be at the end of April with the internship running May-October 2017. The internship will be 15–20 hours per week (2-3 days per week) preferred. Work days can be flexible as needed.

**Location:** Posner Center for International Development – 1031 33rd Street, Suite 174, Denver, CO 80205

### **Duties & Responsibilities:**

- Help manage, update, and optimize grants database/management process
- Thoroughly research prospective funders, identifying strong prospects and next steps
- Assist staff in drafting grant applications, including writing proposals and LOIs, and in compiling necessary appendices for grants
- Help further develop program design, implementation, and evaluation as needed for new programs
- Edit and review grant applications and reports written by field and U.S.-based staff
- Assist Director of Operations and Development Manager with developing other funding streams such as individual, events-related, or corporate giving and partnerships with other foundations/corporations as needed
- Undertake tasks other tasks as assigned

### **Qualifications:**

- Bachelor's Degree, or in process, in a related field preferred
- Effective written and oral communication skills with the ability to effectively communicate a message to diverse stakeholders

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- Skilled in conducting quality research
- Detail oriented, with the ability to see the bigger picture
- Experience in or knowledge of nonprofit fundraising preferred but not required
- Strategic thinker who is invested in streamlining organizational fundraising processes
- Self-starter who can effectively manage time with a varied workload and follow through on all projects
- Interest or experience in international development, nonprofits, and/or African development preferred
- Computer literacy skills required (Google Drive, Microsoft Office)
- Proficiency in Salesforce a plus, but not required

**Compensation & Benefits:** This position is unpaid, but it offers the following benefits:

- Continuous support and supervision from Director of Operations, Development Manager, and other staff
- Opportunity to learn about and understand the day-to-day fundraising efforts of an international nonprofit organization
- Ability to develop a range of professional skills relevant to nonprofit work and the international development field
- Access to a robust, engaging network of international development professionals at the Posner Center, including access to community events and trainings

**To apply:** Submit your resume, cover letter, and a sample of your development work to [jobs@souluganda.org](mailto:jobs@souluganda.org), with Development Intern in the subject line. Applications should be submitted by March 15 for best opportunity of an interview.

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